

JOB DESCRIPTION

Job Title: Associate Director: M3 Consulting

Grade: Senior Management

Department: M³4Impact

Responsible to: M³4Impact Business Development and Partnerships Lead

Indirect reports:

M³4Impact Management Team
Associate Dean RKE for FES
CMS Head
FES PVC

Responsible for: Leading M³4Impact's business development initiatives to develop and nurture a sustainable and diverse portfolio of consultancy activities related to research, knowledge exchange/enterprise and business innovation in order to achieve M³4Impact's strategic plan in ways that support our values.

Key Contacts: M³4Impact Management Team; Associate Dean RKE for FES; CMS Head; FES PVC; Colleagues in M³4Impact; CMS and FES Colleagues; Greenwich Research and Innovation staff; Funding agencies; Business and Research Partners

Standard Occupational Classification (SoC code): N/A

Non-Contractual Nature of Role Profile: This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.

PURPOSE OF ROLE:

The purpose of this role is to lead and grow M³4Impact's business development activities, expanding externally focussed revenue generation by identifying, securing, and delivering consultancy projects, both in the UK and Internationally.

The role-holder will:

- a. Lead a profitable, stable and forward-looking business strategy for M³4Impact's consultancy, knowledge exchange and enterprise portfolios.
- b. Develop strategic alliances and maintain strong stakeholder relationships at national, regional, and international levels, across M³4Impact focus areas.

- c. Implement strategies that adapt to and, where possible, anticipate future trends in the landscape in which M³4Impact operates, developing alternate income streams covering research, enterprise and knowledge exchange.
- d. Demonstrate significant competence in a subject area relevant to M³4Impact's RKE profile.

The position is based at the University's Greenwich Campus and travel to other campuses will be required.

KEY ACCOUNTABILITIES:

Team Specific:

- Lead a profitable, stable and forward-looking consultancy strategy for RKE working with the M³4Impact Management Team.
- Proactively seek competitive and non-competitive funding opportunities to generate new business income.
- Develop and implement a strategy for establishing strategic alliances that either build on existing collaborations and/or establish new partnerships to support new work in the UK and/or internationally.
- Lead the development of a range of income generating knowledge exchange activities that could include Consultancy (including framework contracts), Enterprise activities, Continuing Professional Development, contract research, rental of facilities or equipment, exploitation of intellectual property, Knowledge Transfer Partnership, regeneration and development programmes.
- Develop, and where appropriate lead, enterprise or innovation consortia with external partners with the expectation that part of the post-holders could be funded from external projects/programmes.
- Ensure the provision of an effective, responsive, business-winning support service to all M³4Impact staff and represent M³4Impact as a primary interface with clients. This includes the management of key resources to support project bids.
- Raise M³4Impact's profile and establish strong relationships with targeted clients and partners resulting in increased business.
- Strategically assess, and if appropriate, establish and manage an Advisory Board to enhance business winning potential.
- Oversee the registration, management and reporting of all consultancy activity by M³4Impact staff and the associated reports for monitoring progress towards targets and key performance indicators.
- Together with the M³4Impact Management team, develop and support an effective promotional and publicity strategy that

enhances M³4Impact's reputation to focus on key skills and expertise positioning M³4Impact as partner of choice.

- Develop and support an efficient tracking system for M³4Impact to react to calls for proposals and monitor tender opportunities to identify themes and trends to understand client needs to better position M³4Impact to be part of winning consortia.
- Oversee and support the development of proposals for large projects.
- Oversee planning, preparations and reporting of consultancy activities for official (KEF) submissions to maximise financial returns to the University.
- Set targets for resource mobilization in collaboration with the M³4Impact Senior Leadership Team which will feed into rolling five-year business planning.

Generic:

- Work closely with members of the M³4Impact Management team to contribute expertise to the operational success of M³4Impact.
- Build trust and collaborate effectively with all stakeholders in M³4Impact.
- Liaise effectively with external organisations, M³4Impact and UoG staff members and academic staff across the university and in partner organisations.
- Maintain professional and effective communication at all times.
- Maintain effective time management of self and with those within the team.

Managing Self

- Manage own workload effectively.
- Continuously strengthen effective interpersonal skills.
- Actively engage in personal continued professional development (CPD).
- Develop, lead and maintain positive relationships with internal and external stakeholders.
- Role model the University's values of Impact, Collaboration and Inclusivity

Core Requirements

- Adhere to and promote the University's policies on Equality and Diversity and Information Security.
- Ensure compliance with Health and Safety regulations and Data Protection legislation.

- Support and promote the University's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible.
- Adhere to current legal requirements and best practice relating to digital content and accessibility, including Web Content Accessibility Guidelines when creating digital content.

Additional Requirements:

Any other duties commensurate with the post and grade as agreed with the M³4Impact Business Development and Partnerships Lead.

This is a professional, demanding role within a complex organisation with an ambitious strategic plan and agenda for change. The role holder will be expected to show flexibility in working arrangements, including working hours, to ensure that M³4Impact delivers the required level of service.

KEY PERFORMANCE INDICATORS:

Performance Indicators will be established in consultation with the M³4Impact Business Development and Partnerships Lead as part of the post-holder's annual Appraisal and Professional Development Review.

KEY RELATIONSHIPS (Internal & External):

- External partners in funding agencies, government, civil society, private sector and academic institutions; M³4Impact Board Members.
- M³4Impact and University staff including M³4Impact Management team, M³4Impact Academic and Professional services staff, Vice Chancellor's Executive, senior leaders in the Faculty of Engineering and Science and other faculties in the university, UoG legal Counsel, Greenwich Research and Innovation.

PERSON SPECIFICATION

EXPERIENCE:

Essential Criteria

- Leadership of significant innovation, development, enterprise and/or research projects.
- Extensive experience working with funding agencies and funders related to research, innovation, business and consultancy.
- A proven track record of knowledge exchange and/or enterprise work, including external income generation.
- Proven track record of leading and winning external funding bids.
- Extensive experience of strategic planning and managerial leadership.
- Proven track record of working with and managing complex, diverse public and private sector stakeholder relationships at national, regional and/or international levels.
- Proven track record of managing complex, diverse research and/or enterprise projects.
- Evidence of innovation and/or entrepreneurship.
- Proven track record of delivering a significant and sustained body of impacts or outcomes with demonstrable benefits to businesses, the public sector or society in general.
- Proven experience in effective financial management.

Desirable Criteria

- Experience of working with academics/researchers.
- Extensive knowledge of key policies at national and sector-wide level.
- Experience of modelling capabilities and applications in an area relevant to M³4Impact.

SKILLS:

Essential Criteria

- Outstanding knowledge of the mechanisms for generating consultancy income.
- Successful proposal writing and winning skills.
- Exceptional people and interpersonal skills and ability to motivate others.
- Project budgeting, accounting, finance and financial management skills.
- Able to engage with people from diverse backgrounds.
- Negotiation and marketing skills.
- Well-developed organisational and management skills.
- Able to develop and implement staff training.

- Excellent written and oral communication skills.
- Commitment to the promotion of high standards and excellence.
- Ability to think strategically and conceptually.
- Capacity to listen and consult, good negotiation skills.
- Capacity to make informed decisions.
- Ability to work effectively and deliver under pressure.
- Able to use IT effectively.
- Well-developed project management skills.

Desirable Criteria

None

QUALIFICATIONS:**Essential Criteria**

- Degree in a relevant subject **and** experience in successfully winning, leading and managing large, multi-year collaborative research and/or knowledge enterprise projects.

Desirable Criteria

- MBA

PERSONAL ATTRIBUTES:**Essential Criteria**

- We are looking for people who can help us deliver the [values](#) of the University of Greenwich: Inclusive, Collaborative and Impactful.
- A leadership style that supports M³4Impact's and the University's values

Desirable Criteria

- Willingness to travel overseas on a regular basis