

**University of Greenwich Business School
Greenwich Campus**

JOB DESCRIPTION

Job Title:	Business Enterprise Manager	Grade:	SG9
Department:	Business Faculty Management	Date of Job Evaluation:	N/A
Role reports to:	FOO		
Direct Reports	None		
Indirect Reports:	None		
Other Key contacts:	PVC, Director of Research, HoD's, Director of GRE		
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 role of the Business Enterprise Manager is to facilitate the growth and development of the enterprise capability of the Business School.

The Business School established the Centre of Innovation, Imagination and Inspiration (i3) a number of years ago to act as the focal point for enterprise activity involving students, staff and the wider community. The Business Enterprise Manager would be responsible for managing the centre and the associated staff team (currently 3 direct reports).

Key activities include:

- Championing student enterprise engagement
- Further developing support to students and alumni to launch new enterprises post-graduation.
- Project management of ongoing enterprise projects involving multiple partners
- Developing projects to be supportive of SME activity in the local area and further afield, particularly with an eye to securing funding to support these projects.
- Maintaining collaborative relationships with local SMEs in order to share knowledge and expertise between SMEs, students and staff.
- Working closely to support academic staff encourage both curriculum based and extra-curricular enterprise activities.

KEY ACCOUNTABILITIES:

Team Specific:

Work with the Faculty Executive team to develop strategies, policies and plans for enterprise activities which are aligned to wider Faculty and University strategies and resources. Demonstrate problem solving skills to overcome obstacles as they present themselves, particularly in areas of new initiatives.

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Analyse and research opportunities for partnership activity between the University and external bodies. Effectively digest complex data from a wide number of sources to understand and communicate the direction of funding and partnership opportunities.

Secure consultancy and training contracts and other forms of commercial funding to support the development of the enterprise activities within the Faculty

Oversee the successful delivery of substantial externally funded projects involving internal and external partnerships.

To demonstrate leadership and excellence in management and organisation through:

- Management and leadership of staff in enterprise team, including appraising and developing the team in order to constantly develop the faculties Enterprise provisions.
- Management of the University Tier 1 Entrepreneur scheme (in close coordination with wider University student services teams). This combines responsibility for the oversight of these individuals, both educationally and pastorally, supporting their development as successful entrepreneurs
- Acting as a mentor, providing motivational leadership and promoting positive behaviours and attitudes towards enterprise activities among staff and students throughout the faculty. This encompasses a far broader sphere of influence than the role's direct reports.
- Providing leadership and direction to secure funding in support of enterprise activity within the faculty and institution.

To demonstrate successful enterprise activity through:

- The generation of sustained consultancy income which contributes to the strategic objectives and funding available to the University
- Developing links with local, national and international businesses and commercial partners

Horizon-scan, monitor and advise the PVC and FOO in respect of national and international developments

Generic:

Faculty and University Systems

- To comply with University and Faculty approved policies, guidelines and standard operating procedures in relation to academic duties, and to implement these in an efficient and professional way.

Student Care

- To maintain an overview of the welfare, progression, assessment and overall satisfaction of students engaging in enterprise activities.
- Specifically to ensure the enterprise team deliver a high quality of support to students entering the University wide Enterprise Challenge. This includes planning and identifying relevant workshops to support student learning on the subject of enterprise education.

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- Oversee effective analysis of student feedback to enterprise activities and ensure this research is utilised to continuously improve the service provided.

Managing Self

- Maintain a professional presentation of self at all times through effective communications skills, good time management and caring attitude to students. Ability to work effectively and deliver under pressure.

Core Requirements

- Commitment to key strategic priorities of the Faculty and University
- Adhere to and promote the University's Equality and Diversity policies and information security
- Ensure compliance with Health & Safety regulations
- 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.

Additional Requirements:

- Ability to travel within the SE London area and North/North East Kent, as the Faculty may offer continuous professional development courses at other University Campuses or on an in-company basis
- Willingness to travel overseas where the need arises to meet partners

KEY PERFORMANCE INDICATORS:

Performance Indicators will be established in consultation with the Faculty Operating Officer as part of the post-holder's annual Appraisal and Professional Development Review.

KEY RELATIONSHIPS (Internal & External):

- Maintain excellent relationships with students, academic colleagues, administrative and management staff and develop key links with employers, local business practitioners and the research community.

PERSON SPECIFICATION	
Essential	Desirable
Experience <ul style="list-style-type: none"> - Experience of running or supporting SME's, with a clear understanding of the needs and challenges of these types of organisations - Experience of delivering complex projects involving a wide range of partners, and overcoming barriers by problem solving in a creative way. - Experience of managing a team alongside wider stakeholders, 	Experience <ul style="list-style-type: none"> - Previous roles in the HE sector working in the Business Enterprise space - Experience of managing an enterprise hub involving incubation space, conferencing facilities etc. - Experience working with International education partners

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<p>providing clear direction and motivation</p> <ul style="list-style-type: none"> - Experience of bidding for and securing project funding in the area of Enterprise/ Entrepreneurship - Knowledge of funding sources for Enterprise activity <p>Skills</p> <ul style="list-style-type: none"> - Dynamic and flexible approach to identifying and securing new opportunities - Project management skills to deliver complex projects - Leadership skills to champion the Faculty enterprise activity and to manage a small team - Strong organisational skills to manage multiple ongoing activities - Excellent Interpersonal and communication skills - Excellent IT skills <p>Qualifications</p> <ul style="list-style-type: none"> - Bachelor's degree or equivalent qualification <p>Personal attributes</p> <ul style="list-style-type: none"> - We are looking for people who can help us deliver the values of the University of Greenwich: Excellence, Determination, Inclusivity, Ambition and Creativity 	<p>Skills</p> <ul style="list-style-type: none"> - Familiarity with developing online services platforms - <p>Qualifications</p> <ul style="list-style-type: none"> - Relevant post graduate or professional qualification <p>Personal attributes</p> <ul style="list-style-type: none"> - N/A
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