



Job title	Business Engagement Manager	Job family and level	Administrative, Professional and Managerial Level 5
School/ Department	Research & Innovation	Location	Professional Services Hubs, University of Nottingham

Purpose of role

Reporting to the Head of Business Engagement, the appointed person will oversee the University's Research and KE business engagement programmes including the business network, business partners programme and customer relationship management system in order to promote the university's services, and to identify prospective business engagement and income generating opportunities. The post holder will take lead relationship responsibility with local and regional business support organisations and ensuring the needs of businesses are considered in development of activity.

	Main responsibilities	% time per year
1	Business Networks <ul style="list-style-type: none">Lead the development of plans for the Business Network targeting regional SMEs that are innovation active as a key mechanism to support our collaboration with IndustryWorking closely with the Head of Business Engagement to develop plans for Business Partners Programme for key industry partners	10%
2	Business Engagement <ul style="list-style-type: none">Deliver a series of Business Network events including breakfasts, seminars, and workshopsDeliver a series of business partners programme roundtables and seminars.Contribute to the development of wider business engagement marketing plans and activityOversee the delivery of lead generation activity to identify potential new business partners	50%
3	Liaison <ul style="list-style-type: none">Work with the Head of Business engagement to develop our external relationships with local and regional partners in the business support sector (including the CBI, East Midlands Chamber, NBV, The Creative Quarter, Business in the Community) to understand the landscape and market need for business support and develop the UoN response accordingly.Work with faculties and other relevant units to develop and deliver an annual programme of Small Business Engagement Awards to encourage and develop	15%

	the skills of academics and researchers in working with business through the business network and partnership programme	
4	Reporting and Performance Management <ul style="list-style-type: none"> ▪ Working with the Research Systems team co-ordinate development of the Business Engagement Customer Relationship Management system. ▪ To collate, synthesise and relay the business requirements emerging from the business network to relevant parts of the university and support ongoing dialogue with potential partners in order to secure new revenue streams. 	10%
	Line Manager <ul style="list-style-type: none"> ▪ Provide Line Management of the Business Networks team including the Marketing and Events Officer and the Business Engagement Officer. 	10%
5	Any other duties appropriate to the grade and role of the post holder	5%

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> ▪ Authoritative business acumen and ability to scope and define potential commercial work. ▪ Highly adept and effective at networking within and beyond the home organisation. ▪ Outstanding communications and interpersonal skills being highly effective in influencing and persuading others. ▪ Effective and dedicated team worker and line manager. ▪ Highly effective in multi-tasking. 	
Knowledge and experience	<ul style="list-style-type: none"> ▪ Proven relevant experience in: ▪ Representing organisations in building reputation and brand within an outward facing, delivery-based environment. ▪ Successful partnership development with specific outcomes. ▪ Understanding of the Higher Education environment, particularly the research and knowledge exchange agenda. ▪ Building, maintaining, leveraging an extensive network of senior contacts. ▪ Working within a procedural framework. ▪ Proposal development. 	<ul style="list-style-type: none"> ▪ Experience of running business events and workshops.
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> ▪ Honours Degree and/or appropriate professional qualification(s) (or equivalent) in a relevant subject . ▪ Masters (or equivalent) in a relevant subject or broad substantial relevant experience. 	



The University of Nottingham is focused on embedding equality, diversity and inclusion in all that we do. As part of this, we welcome a diverse population to join our work force and therefore encourage applicants from all communities, particularly those with protected characteristics under the Equality Act 2010.

Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

Valuing people	Is always equitable and fair and works with integrity. Proactively looks for ways to develop the team and is comfortable providing clarity by explaining the rationale behind decisions.
Taking ownership	Is highly self-aware, looking for ways to improve, both taking on board and offering constructive feedback. Inspires others to take accountability for their own areas.
Forward thinking	Driven to question the status quo and explore new ideas, supporting the team to "lead the way" in terms of know-how and learning.
Professional pride	Sets the bar high with quality systems and control measures in place. Demands high standards of others identifying and addressing any gaps to enhance the overall performance.
Always inclusive	Ensures accessibility to the wider community, actively encouraging inclusion and seeking to involve others. Ensures others always consider the wider context when sharing information making full use of networks and connections.

Key relationships with others

