

Business Development Manager - School of Law and Policing - Grade H

Job Description

Purpose

To ensure School business development activities are managed and operationalised by being aware of business development opportunities around the school's portfolio of activities including apprenticeships, recruitment, knowledge exchange and CPD, alongside managing alumni relations.

To manage relationships with key stakeholders ensuring that they can effectively access School activities and they will be responsible for seeking out new business development activities.

Duties

1. To use technical and sector knowledge to identify business development opportunities for the School of Law & Policing.
2. To effectively recruit learners on to the School of Law & Policing programmes and courses.
3. To work with beneficiary organisations on the identification of their needs and brief back to the School management team.
4. To project manage specific activities ensuring the effective management of business development projects
5. Provide innovative ideas for continuous project improvement and the implementation of initiatives and activities.
6. Support day-to-day management of specific projects including chairing project meetings, supporting team members and attending key stakeholder meetings as required.
7. Establish and maintain good working relationships with agencies and intermediaries that can support School of Law & Policing activities.
8. Liaise with appropriate groups and business networks and represent business development activities when required during meetings and committees. Additionally, present at, or attend, events for businesses and business intermediaries.
9. To be continuously aware of any development in project requirements or other HE initiatives that may be of interest or benefit to clients.
10. Lead on apprenticeship tender applications ensuring effective recruitment to the portfolio of apprenticeship programmes in the school.
11. Support relationships with Alumni and ensure the effective management of Alumni relations.
12. To ensure all client information is kept up to date through the completion of registration forms, visit reports, activity logs and monitoring forms.
13. Actively contribute to the ongoing evaluation by measuring and securing positive outputs, maintaining good records and gathering case studies.

14. Other duties at the same level of responsibility as may be deemed necessary by senior management and Dean of School

Person Specification

Knowledge, Skills, and Behaviours (Essential)

- Significant knowledge and experience of business development activities in UK education sector or a related field. (Application/Interview).
- Good honours degree or equivalent experiential learning (Application)
- Excellent verbal and written communication skills with the ability to convey ideas and engage audiences (Application/Interview)
- Excellent IT and report writing skills (Application/Interview)
- Experience engaging with business networks and cultivating strong partnerships with the ability to communicate a University service and initiatives to organisations (Application/Interview)
- Exceptional project management skills with a track record of delivering results on time and within scope (Application/Interview)
- Ability to manage workloads effectively, work to plan, and achieve set targets (Application/Interview)
- Outstanding interpersonal skills to build and nurture relationships with a wide range of stakeholders with the ability to deal and work with people of all levels (Application/Interview)
- A creative and forward-thinking approach to identifying income-generating opportunities (Application/Interview)
- An understanding of and demonstrable commitment to the University's Values of Achieving Together, Being Proud, Creating Opportunity and Supporting All, as a framework for decisions, actions and behaviours (Application/Interview).

Knowledge, Skills, and Behaviours (Desirable)

- Experience in business development within local authority-funded projects (Application/Interview).
- Detailed knowledge of the local economy (Application/Interview).