



Candidate Information

Position:	Business Development Associate
School/Department:	Faculty Office EPS
Reference:	18/106903
Closing Date:	Friday 23 November 2018
Salary:	£33,199 - £39,610 per annum (potential to progress to £43,266 per annum through sustained exceptional contribution)

JOB PURPOSE:

Proactively develop and manage relationships with local, national and potential global companies, with a view of promoting opportunities to collaborate with the Faculty across education and research. The focus is on employment outcomes for students, and as such the successful candidate will work directly with Academic Schools and internal services to identify and progress these opportunities.

MAJOR DUTIES:

1. Working with the FSRH and QUB Schools, identify segments of local employers who are currently engaging with, or have the potential to engage with, the Faculty across education and research, becoming a focal point for employer engagement and cultivating beneficial relationships.
2. Work with Schools to identify target companies who can provide outward mobility opportunities such as internships, placements, etc, managing the opportunities through to School level
3. With a focus on International students, identify and develop relationships with companies who have capacity to offer internships/supervised projects on Masters level programmes for mutual benefit.
4. Develop programmes and relationships that will benefit the employability of students within the Faculty, such as workplace visits or study tours.
5. Maintain a database of current relationships with employer across the Faculty and create platforms for regular engagement.
6. Analyse local, national and international trends in education, research and employment to identify and exploit engagement opportunities.
7. Raise the profile of the research capability of the Faculty within local, national and international workplaces, using Press, PR, digital and face to face techniques.
8. Support other engagement and employability projects delivered by the Faculty or Schools within the faculty.
9. Support the faculty and work with the Alumni Office to grow engagement and reputation in our alumni network.

Planning and Organising:

1. Contribute to the development of strategic plans for Faculty student recruitment Hub to meet the student recruitment targets laid out in Vision 2020.
2. Plan and prioritise own workload in line with FSRH and wider Faculty objectives.
3. Ensure clear communication with School based placement officers and central University teams with responsibility for employer engagement.

Resource Management Responsibilities:

1. Managed devolved budget where necessary and in line with existing plans.
2. Play an active role in the budgeting and planning process for the FSRH.

Internal and External Relationships:

1. Proactively grow industrial connections through existing channels and generate new channels of engagement.
2. Engage at senior level internally and externally to cultivate meaningful corporate relationships.
3. Manage internal relationships with Schools and central University resources to ensure follow up on opportunities.

ESSENTIAL CRITERIA:

1. A Bachelor's Degree level qualification or equivalent
2. A minimum of 3 years' experience in business development with a proven track record of successfully delivering against ambitious targets with experience in selling complex solutions;
3. Recent experience of account planning and defining sales generation strategies for target markets, including experience of prospecting to generate leads;
4. Demonstrable experience in taking business development opportunities through to implementation.
5. Proven track record in building and developing relationships with clients, stakeholders and influencers both internally and externally.
6. An understanding of current business drivers and challenges and opportunities edge and the general business environment in Northern Ireland.
7. Strong analytical skills with a proven track record in using market intelligence to assimilate the key business drivers.
8. Self motivator with experience working with minimal supervision or in a stand alone role.
9. Strong written and oral communication skills; including demonstrated experience of providing strategic advice, briefings and written reports to management resulting in the ability to influence others and present with a high degree of comfort and credibility.
10. Available to work irregular and travel to support the needs of the role in the UK, Ireland and occasionally internationally.

DESIRABLE CRITERIA:

1. Qualification in a Marketing or Business related discipline.
2. Experience of working in a Higher or Further Education environment.
3. Awareness of the Knowledge Transfer Partnership (KTP) scheme
4. Experience in seeking and securing placements or internships for students in industry.
5. A working knowledge of industrial collaboration with academic / research institutes.