



Candidate Information

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| Position: | Business Development Manager, School of AHSS |
| School/Department: | Faculty Office AHSS |
| Reference: | 19/107575 |
| Closing Date: | Thursday 27 June 2019 |
| Salary: | £40,792 - £50,132 per annum (potential to progress to £53,175 per annum through sustained exceptional contribution) |
| Anticipated Interview Date: | Wednesday 10 July 2019 |
| Duration: | 5 years |

JOB PURPOSE:

The post holder will work proactively with academic colleagues across the University to secure new, strategic business relationships and funded research opportunities and to develop collaborative relationships within the Creative Industries sector. The role will seek to identify collaborative research opportunities, provide support to academic staff in working with large and small companies, based locally and internationally, as well as international research organisations and government and sectoral bodies. Working closely with colleagues in the business development team in R&E the post holder will report to the PVC AHSS.

MAJOR DUTIES:

1. Develop, identify and present strategically important and commercially-aware relationships, opportunities and business models with existing and new external partners. This will require close working with appropriate stakeholders to develop strategic for collaborative research activities, using a depth of discipline-related knowledge and expertise.
2. Liaise with industry, government departments and agencies, business and public bodies, and other relevant stakeholders as both a means of identifying strategic and, where appropriate, sustainable opportunities for business and promoting capability and capacity within the Creative Industries and across the University. This will require good sectoral knowledge and initiative to identify and pursue collaborative R&D opportunities.
3. Work proactively with colleagues from across the University to increase industry involvement and deliver industry-relevant sustainable outcomes, through engagements with external companies across the UK and internationally. This will require the development of an outward-looking interface for the University in its research collaborations with partners in the Creative Industries to develop project plans and manage specialty issues such as deliverables, IP and project communications.
4. Build strong and vibrant linkage with key sectoral bodies and other growth support organisations. This will require managing key strategic relationships and identifying longer-term objectives as well as working with SME partners to provide tactical support and advice.
5. Develop innovation and entrepreneurship activities within areas related to the Creative Industries which are relevant to colleagues in the University, especially in AHSS and EPS, and help in the creation of spin-outs and encouraging the engagement and opportunities with start-up and spin-in companies.
6. Work with, encourage and support staff to engage in internal and external collaboration projects. Support the promotion of collaboration in respect of UKRI, Horizon 2020 or other industrial contract proposals.
7. Implement and manage a commercially focused bids including coordinating input from technical and commercial teams, maintaining awareness of the funding opportunity landscape and building a funding template repository. Multi-disciplinary bids particularly to be encouraged.
8. Work closely with Queen's Research and Enterprise Directorate to manage partnerships, IP assets and Proof of Concept projects, working with and adhering to the Queen's Patent Investment Gate process.
9. To support the University's relationships with and to represent the University – and its Creative Industries portfolio – in external fora and support the development of the University's reputation, input and influence in its engagement with CI business, policy-makers and businesses.

Planning and Organising:

1. Make a leading contribution to the development of strategic plans for the development of the Creative Industries at Queen's.
2. Research, define, plan and develop programmes to ensure increased Research and Development income through collaborative programmes. Facilitate these plans, define arrangements, and submit them to appropriate supporting bodies.
3. Match research and technical expertise with relevant commercial enterprise worldwide.
4. Provide dedicated project management activities for collaborative research projects involving Creative Industries businesses, policy-makers and researchers, including regular monitoring of the progress of such projects and taking appropriate action where there is variance.

Resource Management Responsibilities:

1. Required to set and prioritise personal day to day activities in order to realise plans and programmes.
2. Encourage the development of opportunities through influencing and supporting colleagues and clients and also understanding the various practical and financial assistance required, including providing advice to researchers in the costing and pricing of collaborative R&D programmes.
3. Contribute to overall planning and budget processes within the University's growing Creative Industries cluster.

Internal and External Relationships:

1. Prioritise and create opportunities to facilitate meaningful contact between University colleagues and commercial enterprises, this will require managing key relationships with external stakeholders and working closely with other business-facing areas of R&E.
2. Develop and sustain such contact where the prospects of commercial relationships appear.
3. Pursue such relationships to a clear conclusion on the prospects for real commercial opportunity, especially working within the region to develop relationships with SMEs and build the profile of the University's Creative Industries portfolio.

ESSENTIAL CRITERIA:

1. Honours degree, or equivalent qualification, in business, marketing or in disciplines related to the creative industries.
2. A proven track record of managing commercial partnerships in a working environment related to the creative industries.
3. At least three-years relevant experience of managing relationships and project management in a collaborative contexts within the creative industries, proven experience of developing relationships with both customers and technical specialists.
4. International commercial experience or experience in a range of market sectors, including marketing, selling, negotiation.
5. Experience of working with large companies at a senior level and personal responsibility for ensuring the delivery of relevant outcomes.
6. Demonstrable experience of significant responsibilities within a bid process, as well as identifying suitable opportunities to grow a commercial research business.
7. Ability to understand a problem quickly, with a logical and systematic approach to solving problems
8. Excellent communications and selling skills. Strong personal organisation and time management skills. Good team player with strong interpersonal skills. Self-motivation with ability to use own initiative
9. Willingness to attend meetings and conferences nationally and internationally and availability to work irregular hours in pursuit of major projects in accordance with needs of the post.

DESIRABLE CRITERIA:

1. Experience of creative industries sector in Northern Ireland.
2. Experience of technology product development and launch.
3. Experience of working with or within start-up companies.
4. Experience of partnership and/or consortia development.
5. Experience of working with legal experts and customers to manage commercial contract negotiations.
6. A working knowledge of industrial collaboration with academic/research institutes.
7. A working knowledge of Intellectual Property management, e.g. patent application and filing process.