

Candidate Information

Position: Business Development Executive - KTP Associate - A&B Pneumatics Ltd
School/Department: KTP and Business Networks
Reference: 22/109788
Closing Date: Wednesday 1 June 2022
Salary: £20,000 - £25,000 per annum. One of the key KTP benefits for graduates is access to a £5,240 training and travel budget over the 24 month project.
Anticipated Interview Date: Tuesday 14 June 2022
Duration: Fixed-term for 24 months

JOB PURPOSE:

To develop organisational resilience through business improvement methodologies to achieve business development and growth. Through the Knowledge Transfer Partnership (KTP) Programme, Queen's University Belfast, in partnership with A&B Pneumatics Ltd and its sister organisation Plastics 2000, have an exciting employment opportunity for a graduate to work on a 'Management KTP' project.

As an already innovative organisation specialising in both rubber and plastics, the organisation is seeking to align all of its internal business practices, learn from best practice, improve efficiencies and then explore opportunities for growth in new markets and new product development.

This is an exciting opportunity for a motivated graduate to work in A&B Pneumatics Ltd and its sister organisation Plastics 2000 (based in Moira, Co. Antrim) on a 24-month collaborative project with the Queen's Management School

The KTP Associate will lead on the delivery of the following key project steps under the guidance of company and academic supervisors.

MAJOR DUTIES:

1. Understanding and auditing current internal business practices to maximise efficiency, learn from best practice, and creating synergies and streamline business practices across the two organisations.
2. Implementing and embedding relevant Business Improvement Methodologies.
3. Evaluating marketing and sales channels to existing customers.
4. Exploring the opportunity of digital marketing as a communication and sales channel.
5. Evaluating the opportunity to develop new products as additions to the current portfolio.
6. Developing, testing and embedding a customer relationship management system to capture current and future business needs.

Planning and Organising:

1. Manage and coordinate the items of work as laid out in the project plan (individual work plan will be provided by Supervisors).
2. Plan day-to-day activity within the framework of the agreed work plan.
3. Contribute to the planning and management of the project, approximately 3-6 months in advance.
4. Ensure that all training and development activity is scheduled to ensure that progress on the work plan objectives is not interrupted or delayed.

Resource Management Responsibilities:

1. Plan and manage day-to-day resources to ensure the project runs to time and on budget.
2. Coordinate and obtain approval for planned expenditure/allocation of resources with the Management Committee and Steering Group.
3. Carry out supervision of placement students or other staff members as required.
4. Monitor travel and development budgets and produce a Personal Development Plan which will ensure best use of financial resources.
5. Attend training modules (mandatory and additional job-specific training). This may be local, national and international.

6. Perform any other additional duties as agreed by the Local Management Committee and Steering Groups to contribute to the development of the company, the university and the Associate.

Internal and External Relationships:

1. Present regular progress reports to members of the Steering and Management Groups and to external audiences.
2. Liaise with company staff on a daily basis. Contribute to training of staff in the company and university as required.
3. Build relationships with both company and university staff to ensure effective working practices are established.
4. Attend and contribute to any appropriate meetings, both in the company and the university as required.
5. Establish contacts with additional groups and organisations (other KTP Associates, other university departments, other industrial contacts, and Innovate UK) as required to develop knowledge and understanding and form relationships for future collaboration.
6. Act as an Ambassador for the Knowledge Transfer Partnership Scheme.

ESSENTIAL CRITERIA:

1. Hold, or be about to obtain on or before July 2022, at least a 2.1 Honours Degree (or equivalent) in a relevant subject such as Business Management, Business Improvement, Marketing, Business Information Technology, or a closely related subject.
2. A graduate with at least a 2.2 Honours degree in an engineering type discipline, who holds, or is about to obtain, a highly relevant postgraduate degree in the areas of Business Improvement, Business Information Technology, Marketing or Management or a closely related discipline will also be considered.
Applicants must clearly state their qualifications and degree classification/predicted classification in their application.
3. Have at least 6 months continuous relevant work experience gained in the last 3 years; this can be obtained as part of the specific degree programme.
4. Demonstrable experience of leading on the delivery of a recent strategic management, business development or business improvement project in a business environment.
5. Sound understanding of the process of identifying business development and growth opportunities*
6. Sound understanding of the role and use of digital marketing as a communication and sales channel*
7. Experience in applying at least one business improvement methodology (for example, Balanced Scorecard; Lean Six Sigma; EFQM Business Excellence Framework etc.)*
8. Experience in data collection and analysis.*
*may be demonstrated through the completion of a module, student project or placement, or employment.
9. Ability to think logically, create solutions and make informed decisions.
10. A high level of numeracy and the ability to interpret data.
11. Good oral, written and presentation skills.
12. High level of IT skills.
13. Self-motivated, capable of working independently, with a drive and ambition to succeed.
14. Ability to work effectively as a member of a group.
15. Enthusiasm for research/project area.
16. Well organised, attention to detail and ability to meet tight deadlines.
17. An interest in staying with the Company. (Associates are normally invited to apply for permanent positions).
18. Ability to take part in Associate management courses (requiring two one-week periods in England).
19. Willing/able to travel throughout the UK and Ireland and abroad, as necessary.

DESIRABLE CRITERIA:

1. Hold, or be about to obtain, a higher degree in a relevant Business Management, Marketing or Business Information Technology discipline.
2. At least 1 years' continuous relevant work experience gained in the last 3 years.
3. Experience in data analytics and analysing large data sets.
4. Sound understanding of technology management to enhance business development and improvement opportunities.
5. Evidence of working with senior managers and directors to achieve business objectives.
6. Experience gained in the heavy engineering or manufacturing sectors.
7. Ability to deliver training and follow-up support to operatives.
8. Ability to influence people effectively.
9. Tenacious and committed to achieving goals.

ADDITIONAL INFORMATION:

Knowledge Transfer Partnerships help forward thinking companies innovate for growth. They do this by connecting organisations who have an innovative idea with the knowledge and expertise to help deliver it. This dynamic three-way partnership formed between an inspired graduate, the university and the company means that the graduate, known as the KTP Associate, provides the link between an expert academic team and a dynamic organisation. This bridge gives the graduate unique and exceptional access to both world class academic support and experts from within the business.

A KTP provides a fulfilling employment opportunity where you can apply your knowledge to turn a key strategic innovative idea into reality and although the KTP Programme is aimed at recent graduates, any suitable qualified graduate may apply. Each KTP Associate role is a fully salaried job and last between 12 months and three years with approximately 70% of Associates offered employment by the host business at the end of the project. Projects can be in any sector and for businesses of all sizes. Each KTP Associate will have a travel / training budget to provide funding for job-specific training and further professional development. Two, one week residential management training modules are also included as part of the package.

For all KTP projects, the graduate is employed by the University but contracted to work in the business, under the business' basic terms and conditions including holidays and hours of work. As a member of University staff, KTP Associates can join the University pension scheme, gain access to University resources including the Library and sports facilities.

KTP aims to help businesses improve their competitiveness and productivity through the better use of knowledge, technology and skills held within the UK knowledge base. KTPs are funded by UKRI through Innovate UK with the support of co-funders, including the Scottish Funding Council, Welsh Government, Invest Northern Ireland, Defra and BEIS. Innovate UK manages the KTP Programme and facilitates its delivery through a range of partners including the Knowledge Transfer Network (KTN), Knowledge Bases (in this case, Queen's University Belfast) and Businesses.

More details are available at www.ktp-uk.org

Please note that the Shortlisting Panel cannot make assumptions on your experience or qualifications; it is the responsibility of the applicant to evidence their suitability for the role. As such your Application Form, CV and/or Cover Letter must clearly demonstrate how your Qualifications and Experience meet the Essential Criteria and, where possible, Desirable Criteria as listed in the Candidate Information Booklet. Please ensure that you address all the criteria in the person specification and provide evidence to support your statements.