

Candidate Information

Position:	Business Engagement Officer
School/Department:	Public Engagement
Reference:	22/110253
Closing Date:	Monday 10 October 2022
Salary:	£35,333 - £42,155 per annum.
Anticipated Interview Date:	Tuesday 1 November 2022
Duration:	Permanent

JOB PURPOSE:

To contribute to the achievement of the University's strategy for internal and external business engagement by efficiently assisting in managing and delivering a range of business and innovation-related programmes and events.

MAJOR DUTIES:

1. Support the Business Engagement Manager in the strategic delivery of University Business Engagement activities. Review performance in the delivery of these activities and provide reports to support decision making.
2. Represent and promote the University to the local business community, professional and specialist bodies and organisations.
3. Network with and maintain good relationships with such stakeholders, assisting in the exchange of specialist information.
4. Assist in the management of the University's membership of business representative organisations including the NI Chamber of Commerce and Industry, Institute of Directors, Confederation of British Industry and Women in Business, ensuring the University fully participates in relevant events and campaigns and that institutional objectives are understood and supported/achieved.
5. Lead and participate in project teams that are responsible for the development, delivery and reporting mechanisms of an agreed set of business and innovation programmes and events, ensuring each meets its specific objectives of the team, the Directorate and those of the wider University.
6. Participate in the membership management and development, delivery and reporting mechanisms of a programme of events relating to the Chief Executives' Club, All-Island Innovation Programme and other business networking and reputational events on behalf of the University. Support activities to increase the engagement of businesses, to support the regional economy with strong research and innovation partnerships.
7. Develop, disseminate and evaluate of relevant promotional materials, campaigns and publications required for the agreed activities.
8. Participate in and identify development opportunities for co-operation with key external partners and source potential new or continued funding support for events and programmes run by the Office.
9. Contribute to the planning, organisation and management of the work activities of all members of staff within the Office. To handle enquiries from the business community, interacting with other teams in the Directorate and wider University, as required, and to provide the most appropriate form of assistance.
10. Report to and participate in relevant University committees as required.
11. Plan and manage monitoring procedures relating to the work of the Office to ensure that they meet internal and external auditing requirements.
12. Undertake such other duties as required by the Head of the Office.

ESSENTIAL CRITERIA:

1. Degree (or equivalent qualification) in any subject OR substantial relevant experience.

2. At least three years' recent relevant experience within a business development, engagement or marketing environment to include:
 - Evidence of building relationships with and managing a wide variety of important business stakeholders, developing bespoke products or services to meet their needs.
 - Organisation and delivery of high level, bespoke events including exhibitions.
 - Project management experience associated with the development, delivery, reporting and monitoring systems for programmes, publications and events.
 - Experience of developing and writing promotional materials including design, print, copy writing and editing.
 - Web content and social media development and management experience.
 - Staff supervisory experience.
3. Excellent IT skills.
4. Good knowledge of financial systems, budget management, grant funding and procedures for procurement, to meet internal and external audit requirements.
5. Excellent oral, written and presentation skills.
6. Strong networking skills.
7. Ability to work as part of a team and on own initiative.
8. Strong interpersonal skills.
9. Ability to think logically, create solutions and make informed decisions.
10. A high level of numeracy and the ability to interpret data.
11. Excellent planning and organizing skills.
12. Willingness to work flexibly when required and to undertake business travel which may involve overnight stays (in accordance with needs of the post).
13. Ability to meet the local business travel requirements of the post (i.e. valid driving licence and access to a car for business purposes or other means of meeting this requirement/ ability to fulfil the mobility requirements of the post).

DESIRABLE CRITERIA:

1. A relevant Postgraduate qualification.
2. Recent relevant experience within a Higher Education setting.
3. Demonstrable knowledge of relevant systems, policies and procedures associated with the role within a Higher Education setting.