

## Candidate Information

**Position:** Business Development Executive  
**School/Department:** AMIC  
**Reference:** 24/111966  
**Closing Date:** Monday 24 June 2024  
**Salary:** £37,841 - £49,317 per annum  
**Anticipated Interview Date:** Thursday 4 July 2024  
**Duration:** 3 Years

### JOB PURPOSE:

AMIC - a £100M investment through the Belfast Region City Deal - is a collaborative, innovative powerhouse of advanced manufacturing set to elevate our region globally.

We are supporting economic growth and prosperity for Northern Ireland by creating high quality jobs and increasing inward investment through high value manufacturing innovation clusters.

We are driving industrial transformation, paving the way for future technologies and competing globally with a more sustainable focus.

Our launch team of over 40 staff has core capabilities in digitalising manufacturing, smart design, sustainable polymers & composites and nanotechnologies & photonics. We're excited to be expanding the team throughout 2024.

### JOB PURPOSE AND IMPACT:

We are seeking an exceptional communicator who can identify opportunities and build partnerships for AMIC's advanced manufacturing capabilities to support businesses, grow innovation and solve societal challenges.

The post holder is responsible for supporting the development of strategic relationships and partnerships between AMIC and the business community, with a specific focus upon innovation and research in the Advanced Manufacturing Innovation Centre (AMIC).

The role will take the lead in scoping, developing and authoring of grant applications and commercial proposals with input and guidance from senior and technical staff relevant to the submission.

You will seek to identify collaborative research opportunities and support AMIC staff in working with a range of public and private external funders regionally, nationally and internationally.

### MAJOR DUTIES:

1. Build AMIC's strategically important relationships to develop and implement strategies for collaborative research, innovation and knowledge transfer.
2. Support the AMIC team in developing strategically important relationships with key stakeholders from the business community and in the advanced manufacturing sector regionally, nationally and internationally to develop strategies and long-term objectives for collaborative research, innovation and knowledge transfer activities.
3. Provide an outward-looking interface for AMIC in its research collaborations with industrial partners, working with manufacturing SME partners to provide tactical support and advice.
4. Develop and support AMIC's reputation, input and influence in its engagement with policy-makers and businesses, developing networking and communication channels to foster closer working relationships.

5. Develop opportunities and support collaborative projects to secure funding to deliver outcomes to benefit industry and address societal challenges.
6. To provide project management support for major collaborative R&D projects within AMIC across a range of collaborative partners, building and writing grant applications, working with the AMIC team to deliver industry-relevant, sustainable outcomes. This will involve developing project plans and managing issues such as deliverables, timelines, intellectual property and project communications.
7. To implement, coordinate and manage mechanisms to build collaborative research opportunities between AMIC and the Advanced Manufacturing sector. This may include the management of industry placements/secondments, the development of networks, monitoring of progress and measurement of outcomes.
8. To provide support to researchers within AMIC in the pricing and negotiation of collaborative research projects at the development stage, assisting academic staff with project planning and application development.
9. Provide insight, enhance knowledge, and build expertise to identify and pursue collaborative opportunities.
10. Maintain an up-to-date awareness of collaborative research funding mechanisms that are relevant to AMIC (e.g. INI, Innovate UK, EU) and match these to staff within AMIC and collaborative partners, with a view to developing collaborative grant applications in Advanced Manufacturing sectors.
11. To develop and maintain insight and awareness of the needs of SMEs within the Advanced Manufacturing sector, seeking to identify common business needs and solutions through collaborative research, specialist support and/ or skills opportunities.
12. To manage and co-ordinate AMIC's wider relationships with businesses, research institutes and Further Education colleges within the region seeking to ensure a joined-up and cohesive approach to innovation initiatives.

#### **ESSENTIAL CRITERIA:**

1. Honours degree or equivalent in a relevant subject area e.g. Engineering, Manufacturing, Engineering/Technology Management, ICT, Physical Sciences and with significant recent and relevant experience OR minimum HND in a similarly related discipline with extensive recent and relevant experience.
2. Proven recent and relevant experience of successfully building and managing relationships and executing project management in a collaborative context.
3. Evidenced experience of working with the business community successfully to deliver outcomes to benefit industry and address societal challenges.
4. An understanding of the processes involved in compiling commercial proposals, grant funding bids or business cases.
5. Well-developed analytical skills and ability to analyse complex information to problem solve and inform decision making.
6. Ability to work independently with a high level of self-motivation, whilst also working in a wider team.
7. Excellent written and oral communication skills as well as an ability to influence at all levels.
8. High level of attention to detail and ability to deliver effective written reports and presentations to meet audience needs.
9. Evidence of strong interpersonal and networking skills with ability to relate to and influence internal and external stakeholders.
10. Some working outside of standard working times may be required to meet the responsibilities of the post and needs of stakeholders. It should be possible to plan and schedule for this activity 90% of the time.

#### **DESIRABLE CRITERIA:**

1. A relevant postgraduate or professional qualification.
2. Demonstrable recent and relevant experience of delivery in a complex systems, technical project or consultancy business development role.
3. Demonstrable recent and relevant experience of working successfully and collaboratively within an industrial or university-based research environment.
4. Demonstrable knowledge of the mechanisms and sources for public funding for collaborative research and innovation.
5. Evidence of large-scale project planning and management.
6. A track record of success building partnerships with private sector companies.
7. Demonstrable evidence of experience and expertise in Financial Management.
8. Evidence of delivering events/ workshops involving members of the business community.

#### **ADDITIONAL INFORMATION:**

Applicants should note that in addition to the list above the post-holder will be required to be flexible, adaptable and aware that there may be a need to perform tasks, duties and responsibilities which are not specifically detailed in the job description, but which emerge as the work programme develops and which are commensurate with the role.