

Candidate Information

Position:	Head of Business Engagement
School/Department:	Civic Engagement and Social Responsibility
Reference:	24/112004
Closing Date:	Monday 1 July 2024
Salary:	£58,850 - £68,194 per annum.
Anticipated Interview Date:	Wednesday 31 July 2024
Duration:	Permanent

JOB PURPOSE:

Reporting to the Director of Civic Engagement and Social Responsibility, the post holder will be responsible for the leadership and strategic direction of the team of professionals who will deliver the University's business engagement function.

The post-holder will work with the Director of Civic Engagement and Social Responsibility (CESR) and the Assistant Director in co-ordinating and leading the University's relationship with business representative bodies, including the NI Chamber of Commerce and Industry (NICCI), IoD, CBI, NI Business Alliance, Women in Business, Belfast Chamber of Commerce, the British-Irish Chamber of Commerce, InterTradelreland, ensuring that they have a thorough understanding of the University's impact and objectives and act as strong advocates for the University.

The post-holder will take the lead in the management of the University's Chief Executives' Club (CEC), ensuring an annual programme that engages, informs, and aids the development of the membership. Providing a platform for world leading speakers, as well as students and staff to further enhance the University's role as a centre for civic debate and thought leadership.

The post-holder will increase external business leaders' awareness and support for the University's strategic ambitions and contribution to the economy and be a point of contact for NI business bodies. This postholder will also design and deliver a range of showcasing and networking events to provide platforms for students and staff to show case their expertise, positioning the University as a centre for civic debate and thought leadership.

MAJOR DUTIES:

1. Responsible for leading and shaping the Business Engagement function with a team of professionals. Leading in the development, and maintenance of strategically important relationships with the business community, professional and specialist bodies and organisations.
2. Lead and manage the team (developing their skills and capabilities) with responsibility for the University's Chief Executives' Club; working closely with the Vice-President for Strategic Engagement and External Affairs (SEEA) and the CESR leadership to design and implement a range of events, showcasing University students and staff and external speakers which will engage the CEC membership and create a strong group of external advocates.
3. Work with the Director and Assistant Director of CESR to design and implement a long-term strategy for institutional business engagement which will continue to develop the University's reputation and drive its engagement with businesses through a range of imaginative and effective interventions, which will be valued by the business community.
4. Provide leadership and co-ordination of the University's portfolio of Business Engagement activities by building and maintaining strong relations with senior colleagues across the University.
5. Lead role working closely with the Pro-Vice-Chancellor for Internationalisation to deliver increased engagement from the business community in the University's reputational work.
6. Lead role working closely with the Pro-Vice-Chancellor for Research and Enterprise and colleagues within the Research and Enterprise Directorate to co-ordinate engagement with industry.

7. Responsible for the University's membership management of business representative organisations, with up-to-date awareness including the NICCI, Institute of Directors, CBI, Women in Business and the Belfast Chamber of Commerce. Ensure that the University fully participates in relevant events and campaigns and that institutional objectives are understood and supported/achieved.
8. Provide specialist advice to senior leaders as to how to maximise the University's membership of these bodies, ensuring appropriate platforms are created and used to demonstrate the University's contribution to the business community.
9. Lead and direct the team which will develop, disseminate and evaluate all promotional materials and campaigns (including complex) required for the University's CEC, ensuring an effective calendar of events which will engage the membership and provide platforms for students and staff to showcase their expertise.
10. Ensuring high levels of CEC member satisfaction; design and implement effective recruitment to the CEC.
11. Provide senior leadership to the team with responsibility for managing key events and programmes and representing the University - including the University's annual event at the Balmoral Show, ensuring appropriate representation across Faculties and Directorates across the 4 days of the event; Manage the University's TEDx licence, co-ordinating TEDx events at the University which showcase our students, staff, and alumni; Manage the University's involvement with the Intertrade All-Island Innovation Programme, including delivery of four events and the annual conference.
12. Evaluate existing Business Engagement Function and drive forward change and best practice.
13. To undertake other duties as required that fall within the general ambit of the post.

ESSENTIAL CRITERIA:

1. Degree (or equivalent qualification) in a relevant subject (e.g. Communications, Marketing or Business); OR; Substantial relevant experience in similar post(s) including extensive strategic relevant management and leadership experience.
2. Proven track record (including recent experience) leading and managing a business engagement team in a large and complex organisation*, to include:
 - Demonstrable experience of leading a team in delivering multiple, competing demands within tight deadlines and pre-agreed budgets. Setting objectives, monitoring progress and designing metrics of success.
 - A proven track record of building relationships with and managing a wide variety of stakeholders, developing bespoke products or services to meet their needs.
 - Project management experience associated with the development, delivery, reporting and monitoring systems for programmes, publications and events, to include measures of success.
 - Demonstrable experience of working at a strategic level including collaboratively to design and implement a business engagement strategy.
3. Relevant experience of representing an institution to business representative organisations, ensuring mutually beneficial outcomes.
4. Demonstrable strong understanding of the higher education environment, including the challenges and opportunities facing a global institution.
5. Experience and demonstrable understanding of financial management procedures.
6. Demonstrable ability to communicate and influence people at all levels (including senior) both within the University and externally.
7. Strong and effective interpersonal skills.
8. Well-developed demonstrable capacity for long-term strategic thinking and perspective, negotiating, diplomacy, working collaboratively, building consensus and evidence of ability to solve problems using initiative and creativity; identify and propose practical solutions.
9. Excellent verbal and written communication skills including ability to research and draft briefing documents on complex matters for senior management, confidence in giving presentations to a range of audiences.
10. Proven IT skills.
11. Demonstrable ability to think logically, create solutions and make informed decisions.
12. Ability to travel in accordance with the needs of the post.

DESIRABLE CRITERIA:

1. Recent relevant experience within a Further or Higher Education setting.
2. Demonstrable knowledge of relevant systems, policies and procedures associated with the role within a Higher Education setting.

ADDITIONAL INFORMATION:

* Large and complex organisation is defined as one that has: • Annual Turnover greater than £25.9 million • Average number of employees of more than 250