

Candidate Information

Position: Business Engagement Manager
School/Department: Civic Engagement and Strategic Communications
Reference: 26/113116
Closing Date: Monday 9 February 2026
Salary: £51,016 to £62,695 per annum
Anticipated Interview Date: Friday 20 February 2026

JOB PURPOSE:

Reporting to the Head of Business Engagement, the post holder will manage the Business Engagement team. The role will be an outward facing and relationship development role with responsibility for establishing and developing strategic relationships and partnerships between the University and the business community.

The postholder 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 design and deliver a range of showcasing and networking events to provide platforms for students and staff to showcase their expertise to a local and global audience.

MAJOR DUTIES:

1. Develop strategically important relationships promoting the University to the business community, professional and specialist bodies and organisations.
2. Represent the University at a senior level in the exchange of specialist information between the University and the business community (including Chief Executive's Club - CEC members).
3. Develop the University's reputation and influence its engagement with businesses and key contacts for the business community, resolving queries and being a source of support.
4. Lead the University's membership management of business representative organisations including the NI Chamber of Commerce, Institute of Directors, CBI, Belfast Chamber, and Women in Business. Ensure that the University fully participates in relevant events and campaigns and that institutional objectives are understood and supported/ achieved.
5. Manage, taking the lead in the development, dissemination and evaluation of promotional materials and complex campaigns required for the University's Chief Executives' Club (CEC), ensuring an effective calendar of events and seminars which will engage the membership and provide platforms for students and staff to showcase their expertise.
6. Work closely with senior colleagues across the Faculties and Directorates to strategically lead and co-ordinate the University's strategic engagement with business, and to enhance internal communication including the support and development of an institutional CRM.
7. Manage specialist project teams that are responsible for the development, delivery and reporting mechanisms of an agreed set of business and innovation programmes and to ensure that each programme meets its specific objectives and those of the wider University.
8. Responsible for managing key reputational events and programmes and representing the University - including the University's annual showcase exhibition at the Balmoral Show, ensuring appropriate representation across Faculties and Directorates across the 4 days of the event; And management of the University's TEDx licence, co-ordinating TEDx events at the University which showcase our students, staff, and alumni.
9. Proactively contribute to the development and delivery of a Business Engagement sub-strategy that compliments Strategy 2030 and builds upon the University's civic mission.
10. Lead the development and maintenance of the University's central business engagement online presence including websites, social media channels and newsletters, liaising with colleagues to ensure appropriate representation.
11. Chair the Business Engagement Operational Group and report to and participate in other high profile relevant University committees as required.

12. Responsible for planning, managing, monitoring and reporting against agreed strategy and budgets. Analyse results and present findings, making recommendations/solutions as appropriate.
13. Plan and manage monitoring procedures relating to the programmes of the office to ensure they meet internal and external auditing requirements. Make appropriate interventions as appropriate. Ensure quality service standards are maintained and applied.
14. Responsible for leading the management of the work activities of members of staff in the team/office. Identifying additional service requirements and designing the delivery of innovative solutions to maximise service quality, efficiency and continuity.
15. 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.
2. Significant recent relevant experience within an (external) stakeholder engagement environment to include:
 - A proven track record of relationship management with a wide variety of high-level stakeholders for mutual benefit, including the creation and delivery of bespoke strategic projects.
 - A proven track record of relationship management with a business membership organisation or professional body for mutual benefit.
 - Extensive project management experience including the management of high profile, successful external facing events involving multiple stakeholders.
3. Extensive line management experience of leading and managing a team of professionals including setting objectives and monitoring progress to deliver results.
4. Demonstrable experience in developing, implementing and evaluating strategic plans to achieve strategic goals.
5. Demonstrably strong knowledge and understanding of the NI business landscape and the role of Queen's University Belfast within it.
6. Proven ability to successfully represent an organisation at a senior level with professionalism, integrity and authority in interactions with internal and external stakeholders.
7. Proven experience of budget preparation, analysis and reporting.
8. Evidence of ability to adapt to changing priorities, a proven track record of managing multiple tasks efficiently and a strong commitment to consistently delivering high-quality work under varying time constraints.
9. Excellent verbal, written and presentation skills with a demonstrable ability to work as part of a team or on own initiative.
10. Excellent IT skills (including Microsoft Office), and proficiency in remote meeting platforms such as MS Teams.
11. Willingness to travel, work irregular hours and flexibly when required in accordance with needs of the post.

DESIRABLE CRITERIA:

1. Recent relevant experience within Further or Higher Education setting.
2. Experience of developing and utilising a CRM to manage relationships and develop new ways to meet the needs of stakeholders.
3. Demonstrable strong understanding of the higher education environment.

ADDITIONAL INFORMATION:

Informal enquiries may be directed to Aileen Cummins - aileen.cummins@qub.ac.uk