University of Edinburgh

Job Description: Business Development & Project Manager

1 Job Details

Job title: Business Development and Project Manager
School: School of Physics
Unit: EPCC
Line manager: EPCC Commercial Director

2 Job Purpose

Generate business and manage technology transfer and research projects in the Commercial Group at EPCC, with academic and commercial clients external to the University.

3 Main Responsibilities

1. Project Manage large scale EU funded and other novel commercial projects so that results are delivered to external clients in a timely fashion and within budget
2. Generate Business for EPCC by preparing bids and funding proposals and carrying out contract negotiations.
3. Communicate effectively with external clients and industrial customers and potential customers to enhance EPCC’s profile and generate opportunities for new business
4. Line Manage EPCC staff to provide for career development and pastoral care

4 Planning and Organising

- Plan the work and resources for international technology transfer projects across large complex consortia with tens of partners for periods of 18 months or more.
- Plan and organise project review meetings with stakeholders (funding bodies and external customers).
- Plan the preparation of funding bids and proposals.
- Liaise with potential project partners to form consortia for joint bids.
- Assist the EPCC Commercial Director with setting the business development strategy for the centre.

5 Problem Solving

- Work with internal and external technical experts to produce high quality, commercially exploitable results from projects.
- Perform detailed risk analysis and produce active risk management plans for projects.
- Negotiate with external collaborators and clients to understand and prioritise goals and requirements.
- Work with the commercial group and technical staff to produce viable funding proposals.
• Establish complex multi-party EU contractual agreements.

6 Decision Making
• Decide how best to deploy resources across multiple organisations – staff, computing resources, cash budgets – to meet changing project requirements. Within a given project, this is the job-holder’s responsibility.
• Decide on necessary tradeoffs, for instance between time and scope both for work to be carried out within the University and for external project partners. Within a given project, this is the job-holder’s responsibility.
• Decide on the composition of bidding consortia and on the content and scope of funding proposals both to funding agencies and industrial customers.
• Decisions that might push a project outside its budget or time limits are escalated to Commercial Director.

7 Key Contacts/Relationships
• Represent the University to external academic and commercial clients.
• Represent the University to funding bodies such as the EU, RC UK, SE.
• Represent the University at national and international level in project technical fields, for instance at conferences, workshops and by general contacts.

8 Knowledge, Skills and Experience Needed for the Job
• Experience of managing multi-partner technology transfer projects of a pan-European nature with tens of partners.
• High quality project management and technical skills and experience of HPC or novel computing.
• Experience of business generation, contract negotiation and bid preparation.
• Significant line management experience.

9 Dimensions
• Job-holder has 1-3 line staff reporting directly and 4-6 project staff reporting through matrix management within EPCC.
• Job-holder may have 50 -100 project staff from other collaborating organisations reporting through their host organisation (project dependent).
• Job-holder has responsibility for projects totalling c. £500,000+ p.a.
• Job-holder will work with 20-30 major external client organisations on a single project, many of whom will be from outside UK.

10 Job Context and any other relevant information
• This job is very outward-facing. Job holders have a large degree of autonomy working with external clients, funding agencies and industrial customers and potential customers, and thus a significant amount of responsibility.
• Projects are typically of 20 or more external partner organisations, most of which are outside the UK.
• Bids prepared are typically for £250,000 - £5M.
• EPCC operates in a very fast-moving, highly technological field.
• Most of the centre’s funding is self-generated and so we have tight financial constraints; the job-holder works as part of a team which secures this funding.