1. Job details

Job title: Business Development Executive
School: GeoSciences
Line manager: Head of School

2. Job Purpose

To develop and manage knowledge transfer activity in the School and to support delivery of the overall research objectives of the School.

3. Main Responsibilities

1. On behalf of the Head of School, manage contract procedures for research funding. Act as first point of contact for academic and research staff and as liaison with ERI and/or with external bodies, to provide professional advice and facilitate the preparation, negotiation and securing of research contracts.

2. Develop and manage promotion and marketing of the School’s research expertise, professional development opportunities and technical/analytical facilities to external audiences, in order to increase the reputation of the School and inward investment to the School.

3. Identify and develop selected target areas for knowledge transfer exploitation, to increase both the amount of knowledge transfer from the School and the income gained through such activity.

4. Support the ‘ad hoc’ commercialisation of IP and other research outputs through provision of advice to individuals and to School management.

5. Identify and internally disseminate targeted research opportunities and assist in formulating and developing strategic research initiatives, in order to increase the School’s research capacity and income.

4. Planning and Organising

- Set own objectives and plan own workload over short-term (weekly) and long-term (annual), within the broad framework set by the Head of School.
- Initiate and organise design and production of promotional materials and events, coordinating the input of others from within and beyond the School.
- Contribute to School annual and five-year strategic planning for knowledge transfer and marketing/promotion.

5. Problem Solving

- Negotiate and resolve difficulties in research funding contracts and other commercial arrangements with external bodies (e.g. terms of contract; price of contract; resolution of problems with payments or delivery of agreed services).
6. Decision Making
- Devolved authority from Head of School for use of School KT budget.
- Decide on appropriate contractual terms in consultation with ERI and academics; decide when to adopt flexibility in use of standard terms, or in significant matters recommends such decisions to School management.
- Decide on prioritisation of own work and set own targets within broadly-agreed strategy.

7. Key Contacts/Relationships
- Discuss, advise and where necessary ensure appropriate action is taken by academic colleagues in all commercial and research contract matters.
- Consult, discuss and negotiate with ERI to agree best terms for such matters.
- Negotiate with external partners and funders to agree contracts etc.
- Advise School management on KT opportunities and strategy.

8. Knowledge, Skills and Experience needed
- A good honours degree, preferably a PhD, in a relevant subject.
- Experience of designing promotion or marketing activity and/or of business and product development.
- Experience of developing or contributing to strategic proposals and business plans for public or private sector funding.
- Understanding of intellectual property management and commercialisation.
- Knowledge of relevant market sector(s) e.g. energy and petroleum industries, environmental consultancy and policy advice, natural resource management.
- Good project management skills and experience of co-ordinating resources other than self (e.g. people, budgets)
- Excellent communication, presentation and organisational skills.
- Familiarity with the academic research environment.

9. Dimensions
- Manages budget of c. £15k
- Provides service to approx 150 academic and research staff.
- Handles approx. 20 contracts p.a.

10. Job context and any other relevant information
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