



Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

Job title: Business Development Manager

Department/Division: Data Science Institute/PAGE **Accountable to:** DSI Director (0.5FTE) and Director of Corporate Engagement, Philanthropy and Global Engagement (0.5FTE)

Competency	Criteria	E/D
Knowledge and Experience	Educated to degree level or equivalent	E
	Experience of working in higher education, or similar environment, with knowledge of the ways universities can partner with business, industry or government	D
	Demonstrable experience of building relationships with organisations that have generated partner commitments, and/or income generation or funding opportunities	E
	Experience of customer relationship management	E
	Excellent IT skills, in particular MS Office packages and collaborative work platforms such as MS Teams	E
Communication	Confident and professional; able to represent the organisation to external contacts in various industries	E
	Ability to communicate effectively and appropriately in writing and orally, in formal and informal settings, to people at all organisational levels	E
	Ability to convey complex information to a diverse range of people with differing levels of subject matter knowledge in the appropriate manner	E
	A strong understanding of confidentiality and appropriate dissemination of information	E
Teamwork and Motivation	Ability to earn trust and respect from a project's stakeholders	E
	Dedicated team player with the desire to grow within an	E



	<p>organisation</p> <p>Capacity to be comfortable in a rapidly changing working environment and the ability to adapt to changing demands and tight deadlines</p> <p>Proven ability to develop relationships with colleagues from different disciplines and work collaboratively towards shared objectives</p> <p>Ability to plan and organise own workload and consistently meet deadlines, recognising when escalation is appropriate</p>	<p>E</p> <p>E</p> <p>E</p>
Liaison and Networking	<p>Adept at spotting opportunities and making connections that deliver additional value to an organisation</p> <p>Proven ability to build and maintain relationships, including professional communications with representatives from business, industry and government organisations</p>	<p>E</p> <p>E</p>
Service Delivery	<p>Evidence of creative thinking in business development: from initial identification of prospects to delivering successful partnership activities</p> <p>High level of accuracy and attention to detail in all aspects of work, including the ability to maintain accurate work records</p> <p>Commitment to providing a high-quality service and conveying that standard to those using the Institute's services</p>	<p>E</p> <p>E</p> <p>E</p>
Planning and Organising Resources	<p>Experience of creating and monitoring short, medium and long-term plans</p> <p>Proven ability to develop strong, time effective processes and systems to drive forward activity</p>	<p>E</p> <p>E</p>
Initiative and Problem Solving	<p>Ability to work with limited supervision</p> <p>An ability to develop effective strategies for building and maintaining relationships with external organisations and key individuals within them</p>	<p>E</p> <p>E</p>

E – Essential: requirements without which the job could not be done.

D – Desirable: requirements that would enable the candidate to perform the job well.