



## 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:** Senior Business Development Manager

**Department/Division:** Summer School, Executive & International Programmes

**Accountable to:** Deputy Director (Summer School, Executive & International Programmes)

Competency	Criteria	E/D
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>Proven experience of growing and retaining business partnerships to achieve and extend agreed targets</li> </ul>	E
	<ul style="list-style-type: none"> <li>Proven experience of building long-term relationships and inspiring trust and confidence with high level stakeholders</li> </ul>	E
	<ul style="list-style-type: none"> <li>Understanding of, or demonstrable interest in, the higher education sector</li> </ul>	E
	<ul style="list-style-type: none"> <li>Educated to degree level or equivalent.</li> </ul>	E
<b>Planning and organising resources</b>	<ul style="list-style-type: none"> <li>Experience of creating and monitoring short, medium and long term plans</li> </ul>	E
	<ul style="list-style-type: none"> <li>Proven ability to develop strong, time effective processes and systems to drive forward activity</li> </ul>	E
	<ul style="list-style-type: none"> <li>Experience of project delivery: including issue management and escalation and reporting</li> </ul>	E
<b>Liaison and networking</b>	<ul style="list-style-type: none"> <li>Performance and target driven</li> </ul>	E
	<ul style="list-style-type: none"> <li>Strategic thinker with the creativity and vision to produce bespoke and attractive propositions and proposals</li> </ul>	E
	<ul style="list-style-type: none"> <li>Ability to maintain trust, confidentiality and discretion</li> </ul>	E
	<ul style="list-style-type: none"> <li>Self-starter, able to spot opportunities, maintain focus and adapt their approach to overcome hurdles</li> </ul>	E
<b>Communication</b>	<ul style="list-style-type: none"> <li>Exceptional listening and oral communication skills; an inspiring and engaging communication style</li> </ul>	E
	<ul style="list-style-type: none"> <li>Excellent writing and public presentation skills</li> </ul>	E
	<ul style="list-style-type: none"> <li>Exceptional influencing skills, with a confident and persuasive approach.</li> </ul>	E



<b>Teamwork and motivation</b>	<ul style="list-style-type: none"><li>• Dedicated team player with the desire to grow within an organisation</li><li>• Highly professional, flexible and committed to going above and beyond the remit of the role to achieve and exceed targets</li><li>• Tenacious and self-motivated approach to work</li><li>• Capacity to be comfortable in a rapidly changing working environment and the ability to adapt to changing demands and tight deadlines</li><li>• Ability to plan and organise own workload and consistently meet deadlines, recognising when escalation is appropriate</li><li>• Willingness to take responsibility for tasks and outcomes, ensuring a clear brief.</li></ul>	E  E  E  E  E
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**E – Essential: requirements without which the job could not be done.**

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