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| Last updated: | 29/03/23 |

**JOB DESCRIPTION**

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| Post title: | **Cornerstone Business Development Manager\*** | | |
| School/Department: | Zepler Institute /Optoelectronics Research Centre | | |
| Faculty: | Faculty of Engineering and Physical Sciences | | |
| Career Pathway: | Education, Research and Enterprise (ERE) | Level: | 6 |
| \*ERE category: | Enterprise pathway | | |
| Posts responsible to: | CORNERSTONE Coordinator | | |
| Posts responsible for: | CORNERSTONE Engagement Officer (day-to-day management) | | |
| Post base: | Office-based | | |

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| Job purpose |
| Develop and manage a broad and significant range of enterprise activities. To undertake leadership, management and engagement activities. |

| Key accountabilities/primary responsibilities | | % Time |
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|  | Develop and manage a broad and significant range of enterprise activities e.g. consulting; testing; experimental programme; an extended portfolio of concurrent projects; or an extended programme of tests, trials, or evaluation activities or other specific, specialist services (e.g. applied research, service provision, or facilitating spin-offs) for clients, customers and stakeholders external to the University. | 35 % |
|  | Lead the negotiation of projects and programmes of work with clients and lead the marketing activities and marketing team within an Enterprise activity, liaising with clients’ senior management. | 20 % |
|  | Have a leading role in income generation e.g. through generating new income streams, profits and reputation from enterprise activities; developing spin out companies etc., as well as leading in the proposal phase of collaborative industry projects such as those funded by Innovate UK. | 10 % |
|  | Contribute to business planning of Enterprise activities, e.g. within a team, Enterprise Unit or major facility. | 5 % |
|  | Raise the profile of the University by taking a leading role in representing the University in the subject community externally. Attend and participate in or chair national or international conferences sessions and working groups, representing the University as a lead expert. | 5 % |
|  | Take a lead role in commercial or enterprise specific management of a significant activity within a major facility or team, including, for example relationship management at a senior level with external clients and developing partnerships with external organisations. | 5 % |
|  | Champion the development of innovative approaches to enterprise activity which advance techniques and standards and serve as a contribution to broader debate. May lead on the introduction of new innovative practice in enterprise across the wider School/Department, Faculty, or University. | 5 % |
|  | Participate in impact and public engagement activities. | 5 % |
|  | Any other duties as allocated by the line manager following consultation with the post holder. | 10 % |

| Internal and external relationships |
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| * CORNERSTONE Investigators * The ORC/ZI cleanroom management team * External funders relevant to CORNERSTONE, particularly Industry, EPSRC and Innovate UK * Professional Services including Research and Innovation Services, Legal, Finance, Research Governance, Planning and Communications, Marketing * Board-level directors and senior managers in Industry and other network organisations (e.g., KTNs, Sector Consortia) * Senior Managers in External funders relevant to CORNERSTONE, to inform and influence future research strategy * Professional advisers in specialist areas to assist in opportunity evaluation * Large, Medium and Small Companies in relevant sectors * Senior Professors, Researchers and PhD students at partner Universities * CORNERSTONE partners including EUROPRACTICE, Luceda Photonics and Tyndall National Institute |

| Special Requirements |
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| Travel nationally and internationally to promote and disseminate results from Enterprise activities.  Willingness to work non-standard hours as reasonably required to fulfil role (e.g., out of hours meetings offsite, conference calls with overseas partners). |

**\* Upon appoint this role will be named Enterprise Development Manager**

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | A sustained track record of excellence in business development and/or sales in a technical field  Extensive track record of enterprise and consultancy activities  Proven leadership and management skills in intercultural contexts  Proven strategic management skills in a specialist field | PhD in integrated photonics  Technical knowledge of Photonic Integrated Circuits  Strong understanding of the UK, EU and global Photonic Integrated Circuits ecosystem  Membership of relevant professional bodies  Experience working with external funders relevant to CORNERSTONE, particularly EPSRC and Innovate UK  A significant national and international reputation in integrated photonics  Involvement in national and international events | Application or interview |
| Planning and organising | Proven ability to plan and shape the direction of an area of enterprise activity with substantial impact on finance and/or reputation of the University  Proven ability to lead major consultancy activities, developing partnerships and attracting significant funding  Proven ability to build project teams  Able to contribute to the development of policy within the School/Department |  | Application or interview |
| Problem solving and initiative | Proven ability to implement successful change management initiatives and formulate strategic plans that reflect and support the priority needs of the faculty and University. |  | Application or interview |
| Management and teamwork | Able to mentor, manage, motivate and coordinate enterprise team, delegating effectively. Able to resolve performance issues and formulate staff development plans, where appropriate, to ensure team aims are met  Able to foster and develop good relationships between own School/Department and the rest of the university. Able to work proactively with senior colleagues to develop cross-School/Department and institution cooperation and effectiveness  Able to monitor and manage resources and budgets  Work effectively in a team, understanding the strengths and weaknesses of others to help teamwork development |  | Application or interview |
| Communicating and influencing | Communicate new and complex information effectively, both verbally and in writing, engaging the interest and enthusiasm of the target audience  Extensive track record of presenting results at group meetings and conferences  Proven ability to establish and build major relationships with stakeholders  Able to provide expert guidance and to colleagues in own team, other work areas and institutions to develop understanding and resolve complex problems  Able to negotiate for the School/Department on key issues  Able to develop and lead key communications strategies |  | Application or interview |
| Other skills and behaviours | Compliance with relevant Health & Safety issues  Positive attitude to colleagues and students |  | Application or interview |
| Special requirements | Able to attend national and international conferences, events and exhibitions to present results |  | Application or interview |

**JOB HAZARD ANALYSIS**

**Is this an office-based post?**

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| Yes | If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below. |
| No | If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below.  Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder. |

## - HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

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| **ENVIRONMENTAL EXPOSURES** | **Occasionally**  (<30% of time) | **Frequently**  (30-60% of time) | **Constantly**  (> 60% of time) |
| Outside work |  |  |  |
| Extremes of temperature (eg: fridge/ furnace) |  |  |  |
| ## Potential for exposure to body fluids |  |  |  |
| ## Noise (greater than 80 dba - 8 hrs twa) |  |  |  |
| ## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below: |  |  |  |
| Frequent hand washing |  |  |  |
| Ionising radiation |  |  |  |
| **EQUIPMENT/TOOLS/MACHINES USED** | | | |
| ## Food handling |  |  |  |
| ## Driving university vehicles(eg: car/van/LGV/PCV) |  |  |  |
| ## Use of latex gloves (prohibited unless specific clinical necessity) |  |  |  |
| ## Vibrating tools (eg: strimmers, hammer drill, lawnmowers) |  |  |  |
| **PHYSICAL ABILITIES** | | | |
| Load manual handling |  |  |  |
| Repetitive crouching/kneeling/stooping |  |  |  |
| Repetitive pulling/pushing |  |  |  |
| Repetitive lifting |  |  |  |
| Standing for prolonged periods |  |  |  |
| Repetitive climbing (ie: steps, stools, ladders, stairs) |  |  |  |
| Fine motor grips (eg: pipetting) |  |  |  |
| Gross motor grips |  |  |  |
| Repetitive reaching below shoulder height |  |  |  |
| Repetitive reaching at shoulder height |  |  |  |
| Repetitive reaching above shoulder height |  |  |  |
| **PSYCHOSOCIAL ISSUES** | | | |
| Face to face contact with public |  |  |  |
| Lone working |  |  |  |
| ## Shift work/night work/on call duties |  |  |  |