

# Job Description

## Post title: **Business development manager (Southampton Space Institute)**

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Author: M. Middleton

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School / Department:	Physics and Astronomy
Faculty / Directorate:	Engineering and Physical Sciences
Job Family:	Education, Research and Enterprise
Grade:	(ERE) Level 6
ERE Pathway (if applicable):	Knowledge Exchange and Enterprise
Post reporting to:	Director of Southampton Space Institute
Post line report(s):	None
Post base location:	Campus : Highfield

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**Job purpose:** **Knowledge Exchange and Enterprise:** Managing and shaping the direction of a significant portfolio of knowledge exchange and/or enterprise activities and outputs in the field of Space and related disciplines, demonstrating sustained independence and emerging leadership of large-scale collaborations and/or engagement and growing a reputation within and beyond the University.

**Leadership, Management and Engagement:** Demonstrating clear and sustained leadership at a School, Faculty and/or University level.

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Key accountabilities and indicative time allocation:

<b>1.</b>	<b>80%</b>
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### **Knowledge Exchange and Enterprise Contribution:**

- Manage and shape the direction of institutionally significant knowledge exchange and/or enterprise activities and outputs, whether via a broad portfolio of smaller, complementary activities, management of larger projects, teams or facilities, or management of significant activities within major teams or facilities.
- Take a leading role in stakeholder relationship management, often as subject matter expert, to lead and direct knowledge exchange and/or enterprise activities and outputs of civic, regional or national significance.
- Continually evaluate existing service provision, understand stakeholder feedback and long-term requirements, and maintain awareness of external developments to shape and influence future service provision and investment.

- Take a leading role in the development of knowledge exchange and/or enterprise activities and outputs, seeking to broaden collaborations, exploit synergies, expand service provision and diversify income or funding streams.
- Lead programmes of public engagement, outreach, space-related policy development and/or other impact-generating activities, recognised within and beyond the University.
- Demonstrate significant influence on the space industry, professional and/or public policy development, participating in national or international conferences and/or working groups as a representative of the University.
- Take a leading role in space-related income generation and income proposals. Develop and sustain funding streams for own areas of activity. Negotiate projects and programmes of work with clients. Contribute to internal business planning processes.

**2.**

**15%**

**Leadership, Management and Engagement Contribution:**

Building on the Leadership, Management and Engagement contributions inherent in other Level 6 activities:

- Successfully undertake substantial management, engagement and administrative roles within the department, School or Faculty.
- Manage and develop significant processes and co-ordinate the work of others. Determine priorities, set objectives and quality standards and manage the resources (people, funding, infrastructure etc.) needed to deliver planned objectives and requirements.
- Lead or contribute as a key participant in medium and long-term planning processes in the department or School, including budget planning and review.
- Make a leading contribution to the wider work of the Faculty and University by taking a leading role in working groups and committees (e.g., Equality, Diversity and Inclusion committees and self-assessment teams, Health and Safety committees, Research Ethics committees etc.), shaping policy and practice.
- Champion and drive Equality, Diversity and Inclusion initiatives, acting as a role model and advocate for EDI.
- Line manage teams or individuals, as appropriate.
- Develop the capability and contribution of directly and indirectly managed staff through effective appraisal, performance management and succession planning, and by motivating and mentoring colleagues to better meet the current and future needs of the department and wider University.
- Effectively act as hiring manager, or member of a recruitment panel, throughout the recruitment process. Ensure recruitment aligns with strategic plans, promote diversity and inclusion, and ensure compliance with employment law. Implement best practice to enhance the candidate experience and support successful candidates through onboarding and induction.
- Represent and promote the work and impact of the School, Faculty and/or University within and beyond the University.
- Negotiate effectively on behalf of the Southampton Space Institute on key issues.

**3.**

**5%**

Any other duties as allocated by the line manager following consultation with the post holder.

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Internal and external relationships:

Departmental management and University senior management (Southampton Space Institute senior leadership, Associate Deans for Research and KEE, Deans, and Vice President Research and Innovation)

Other members of the Institute/University staff, including steering board members

External customers, including external steering board members

Relevant suppliers and external contacts

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Special requirements:

Travel to represent the institute both in the UK and overseas.

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## Person Specification – Skills and Competencies

All essential and desirable criteria outlined in this Person Specification will be assessed through a combination of recruitment application and CV, and where applicable numerical or written assessment.

### Knowledge, Experience and Qualifications

#### Essential

- Substantial and authoritative practical knowledge and experience in space-related innovation, enterprise and knowledge exchange
- Significant experience of influencing space-related industry, professional and / or public policy development.
- Significant experience of leading and/or developing proposals for space-relevant technology, science and applications, including contract bids to ESA (ITTs) and grants and contracts from UK Space Agency, research councils and other funding organisations.
- The required level of knowledge and understanding will normally have been gained through some or all of the following:
  - Considerable work experience
  - Vocational training
  - Formal qualification(s) equivalent to Level 7 or 8 of the [Regulated Qualifications Framework](#) e.g. master's degree, postgraduate certificate, diploma, PhD in a related subject in or Level 7 or 8 award, certificate, diploma.

#### Desirable

- PhD in a space-relevant discipline

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### Teamwork and Communication

#### Essential

- Proactively manages team dynamics, setting quality standards and creating an environment that engages and motivates others.
- Fosters and maintains working relationships within and beyond the University.
- Proactively works with senior managers across the University to achieve work outcomes.
- Negotiates effectively on behalf of the department or University to achieve work outcomes.
- Develops and leads key communication strategies.
- Uses influence and persuasion to positively develop and agree long-term priorities and strategic plans

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### Planning, Organisation and Resource Management

#### Essential

- Manages and shapes the direction of an education, research and/or knowledge exchange and enterprise area of activity.
- Plans and manages major new projects or work activities, where precedent may not exist, ensuring plans complement wider strategic plans.
- Oversees and manages budgets, including planning, forecasting, monitoring expenditures, and ensuring alignment with financial goals. Collaborates with finance teams to support effective resource allocation and cost control.

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## **Problem Solving and Initiative**

### **Essential**

- Demonstrates authoritative awareness of the space economy, and an ability to apply this awareness to achieve work outcomes and resolve novel, deep-rooted or highly complex problems.
  - Develops significant new concepts and original ideas within the space area to address issues of strategic importance.
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## Job Hazard Assessment

For any hazards identified below a health clearance will be undertaken by our occupational health provider and form part of recruitment checks. Further ongoing clearance may be required for some roles, including for existing members of staff.

**Does the risk assessment identify the need for ongoing health surveillance for this role? No**

### Physical Environment

Working outside Not applicable

Exposure to noise levels >80dbA Not applicable

Working with dust or fumes Not applicable

Working with skin irritants/sensitisers Not applicable

Working with chemicals (industrial or cleaning) Not applicable

Working in a confined space Not applicable

Working at height Not applicable

Working with sewage Not applicable

Contact with cytotoxins Not applicable

Exposure Prone Procedure (EPP) work Not applicable

Direct patient care or patient contact / Contact with clinical specimens or pathology work Not applicable

Ionising radiation Not applicable

### Psychological and Social Environment

Working shifts Not applicable

Working nights Not applicable

Lone working Not applicable

Working with children Not applicable

Exposure to persons with challenging behaviour Not applicable

### Equipment, Tools and Machines

Working with vibrating machinery or tools Not applicable

Driving duties Not applicable

Driving LGV, PCVs Not applicable

Driving forklift trucks Not applicable

Food handling Not applicable

Contact with latex Not applicable

### Physical Abilities

Prolonged repetitive movements or actions Not applicable

Moving or handling heavy loads Not applicable

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## Behaviours

Our [Inclusion and Respectful Behaviour Policy](#) describes the expectations of everyone who is a part of our community.

Our **Southampton Behaviours** (below) outline the responsibilities we each have in working collaboratively to achieve our University strategy.

### Personal Leadership

- I take personal responsibility for my own actions and an active approach towards my development.
- I reflect on my own behaviour, actively seek feedback and adapt my behaviour accordingly.
- I demonstrate pride, passion and enthusiasm for our University community.
- I demonstrate respect and build trust with an open and honest approach.

### Working Together

- I work collaboratively and build productive relationships across our University and beyond.
- I actively listen to others and communicate clearly and appropriately with everyone.
- I take an inclusive approach, value the differences that people bring and encourage others to contribute and flourish.
- I proactively work through challenge and conflict, considering others' views to achieve positive and productive outcomes.

### Developing Others

- I help to create an environment that engages and motivates others.
- I take time to support and enable people to be the best they can be.
- I recognise and value others' achievements, give praise and celebrate their success.
- I deliver balanced feedback to enable others to improve their contribution.

### Delivering Quality

- I identify opportunities and take action to make improvements.
- I plan and prioritise efficiently and effectively, taking account of people, processes and resources.
- I am accountable for tackling issues, making difficult decisions and seeing them through to their conclusion.
- I encourage creativity and innovation in others, to deliver workable solutions.

### Driving Sustainability

- I consider the impact on people before taking decisions or actions that may affect them.
  - I embrace, enable and embed change effectively.
  - I regularly take account of external and internal factors, assessing the need for change, and gaining support to move forward.
  - I take time to understand our University strategy and communicate this to others.
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