

## Person Specification

### Sporting Chance Initiative – Business Development Manager

<b>Selection Criteria</b>	
<i>Grouped under essential and desirable</i>	
<b>Education/Qualifications</b>	
Educated to good honours or equivalent professional qualification in a relevant discipline	Desirable
<b>Experience</b>	
Sector experience in a University or industrial / corporate research / product development environment.	Desirable
Technology literate and up to date in your specific disciplines/industries to form an effective and credible interface between the University and external specialists.	Essential
Business development, research funding or funding support experience	Desirable
Proposal writing and bid presentation	Desirable
Experience of negotiating and drafting research funding proposals	Desirable
Recording of business activities and report writing	Desirable
Experience of licensing of intellectual assets to business or other third parties.	Desirable
<b>Knowledge</b>	
Knowledge of client management and networking approaches and strategies	Essential
Knowledge of professional business development techniques and procedures	Essential
Business planning and strategy development	Essential
Knowledge of funding and support for innovation and knowledge exchange between academia and business, for example EU and SEEKIT funded programmes, KTPs and SMART awards.	Desirable
A good understanding of and the ability to use a range of software (word-processing, spreadsheets, databases, email, PowerPoint).	Essential
An understanding of contracts and contract negotiation.	Desirable
Understanding of innovation, product development, R&D, testing and commissioning.	Desirable
Client relationship management systems	Desirable

<b>Skills and Abilities</b>	
An outstanding communicator, both written and verbal	Essential
Business development or research funding expertise.	Desirable
Commercial abilities including strong business planning, financial modelling, marketing, negotiating and presentation skills.	Essential
An understanding of academic values and the ability to win the confidence and support of the academic community whilst establishing commercial credibility.	Desirable
Ability to develop effective working relationships with commercial partners and networks of commercial contacts.	Essential
Excellent organisation, planning and time management skills for effective working and prioritisation of workloads when managing a large portfolio of complicated projects or managing complex business and legal processes.	Essential
The ability to provide clear and useful documents and advice for the Project Manager and other interested parties e.g. SUIP Ltd Board	Essential
Ability to motivate.	Essential
Sets and meets joint objectives and able to prioritise effectively	Essential
Demonstrate attention to detail.	Essential
Demonstrate problem analysis and resolution skills.	Essential
Experience of negotiating and drafting research funding contracts.	Desirable
Good working knowledge of intellectual property/patent law and intellectual asset management.	Desirable
Able to work and contribute within a team environment and respond to target driven performance reviews.	Essential
Able to think strategically and creatively to identify and develop business opportunities	Essential
Based on good business acumen able to assess the future financial viability of business proposals and development opportunities and deliver credible business plans	Essential
Production of plausible bidding documents and effective reporting on project progress and outcomes	Essential
<b>Personal Style and Behaviour</b>	
Well-organised and enthusiastic, 'can-do' individual who aspires to the best at all times.	Essential
A team player who will support the organisation and go that extra mile to ensure that the SCI outcomes are delivered on time and on budget	Essential
Outgoing and approachable to colleagues, businesses, and communities.	Essential

<b>Other</b>	
Willing to work flexibly to meet event deadlines, cover for staff absences or respond to other urgent work, including longer hours from time to time and occasional, planned overnight stays.	Essential