

**Job Description**

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| Job Title: | Business Development Manager – Wound Innovation |
| Faculty/Professional Directorate: | Research, Knowledge Exchange and Commercialisation  Knowledge Exchange |
| Subject Group/Team | Wound Innovation Centre |
| Reporting to: | Head of Commercialisation and Business Development |
| Duration: | Permanent |
| Job Family: | Administration |
| Pay Band: | 8 |
| Benchmark Profile: | Administrator Band 8 |
| DBS Disclosure requirement: |  |
| Vacancy Reference: |  |

**Details Specific to the Post**

**Background and Context**

The University of Hull (UoH) has a rich history dating back to 1927, marked by a commitment to shaping the future. Our vision underscores the pursuit of excellence to create a fairer, brighter, and carbon-neutral world, as outlined in our University Strategic Plan 2030. Motivated by societal challenges and fuelled by our global community, the coming years present a significant opportunity for the University to solidify its position within the UK Higher Education Sector.

Our Knowledge Exchange (KE) directorate plays a pivotal role in realising this vision, encompassing operations in KE, student entrepreneurship, commercialisation, research impact, business engagement, and CPD. At the University of Hull, we recognise the inherent value of high-quality knowledge exchange, which fosters mutual benefit, learning, and satisfaction. It informs and is informed by our teaching and research, fosters diverse relationships, enhances financial sustainability, enriches the experience and employability of our community, and elevates our stature and reputation.

As we strive to build a better world and shape a fairer, brighter, and carbon-neutral future, the cultivation and expansion of our knowledge exchange activities are paramount. An exciting opportunity has emerged for a Business Development Manager to join our team, contributing to the realisation of our ambitions and the transformation of our knowledge exchange and research commercialisation endeavours.

The post is specifically aligned to the University’s £16M Wound Innovation Centre (WIC), an area of strategic importance within the Faculty of Health Sciences. This role is essential to support the WIC’s potential to deliver a step-change in research & knowledge exchange activity across the institution. You will grow strategic collaboration with industry, whilst consolidating the University of Hull as a global leader in wound innovation.

We have ambitious plans to significantly develop skin and wound research and knowledge exchange, grow our high-quality research environment and ensure patient benefit. The postholder will support several research academic staff, to deliver real-world benefit through partnership and innovation. Interdisciplinarity and translation to patients are at the heart of the WIC’s vision.

### Specific Duties and Responsibilities of the post

**Business Development and Strategy:**

* Analyse market trends and identify potential areas for growth and development within the WIC academic programmes, research initiatives, and outreach efforts.
* In collaboration with WIC colleagues, develop and deliver collaborative income-generating projects, acting as a vital link between industry and academia to identify new opportunities. This role is driven by a KPI to secure a specified number of new partnerships and generate a targeted increase in revenue annually.
* Expand the WIC income-generating knowledge exchange activities, including identifying new contract research opportunities, conducting lead generation for consultancy, equipment and facilities, Continuing Professional Development (CPD) and supporting Knowledge Transfer Partnerships (KTPs).
* Utilise industry relationships to test new commercial concepts and ideas generated from research, providing valuable insights to support business case development.
* Identify and engage new industrial and commercial partners to assess and expand the WIC's market presence in Knowledge Exchange activities at regional, national, and international levels.
* In line with the WIC’s vision, identify and convert new business opportunities to leverage and apply Centre research.
* Collaborate with Centre colleagues to identify and cultivate a steady pipeline of new partnership opportunities across a range of sectors, including public, private, and third sectors.
* As part of the Centre’s leadership team, contribute to strategic oversight and agenda setting.

**Relationship Management and Networking:**

* Cultivate relationships with industry partners and other institutions to foster collaborations, joint ventures, and sponsorship opportunities.
* Ensure proper CRM hygiene by maintaining an up-to-date Business Relationship Management (CRM) system to effectively manage key relationships.
* Coordinate work planning with team members to ensure that schedules are feasible and aligned with team goals.
* Share knowledge, expertise and resource to support team success, offering help and providing guidance to team members when needed.
* Represent the WIC at industry events and conferences to showcase research capabilities and establish new relationships.
* Engage proactively with a wide network of internal knowledge exchange professionals across portfolios including Continuing Professional Development (CPD), Knowledge Transfer Partnerships (KTPs), and Consultancy.
* Work with the wider KE team to support business development, training PS and academic staff where appropriate.

**Research Support and Funding Acquisition:**

* Proactively connect external organisations to the research activities of the WIC, at a strategic level, to support the development and implementation of plans across the WIC.
* Support the development of high-quality research proposals and bids to secure funding for industry-focused research projects.
* Support the research impact agenda, ensuring that impact-generating activities are recorded and evidenced in a way that will facilitate delivery of the WIC Research Excellence Framework (REF) submission.

**GENERIC JOB DESCRIPTION**

The job duties and responsibilities listed below are intended to describe the general nature of the role. The duties and responsibilities and the balance between the elements in the role may change or vary over time depending on the specific needs at a specific point in time or due to changing needs in the department. Candidates should note that there may not be an immediate requirement to carry out all the activities listed below.

### Overall Purpose of the Role

* The role holder will:
  + Be an experienced professional who is expected to exercise a significant degree of specialist and independent responsibility
  + Have gained a professional and/or academic qualification and have extensive specialist experience
  + Be involved in planning and ensuring progress within established procedures and clearly defined university policy by providing a high level of specialist advice and expertise to support the Faculty or Departmental activities
  + Contribute to the longer term planning in accordance with the wider University strategy
  + Advise senior University management on policy, functional or service priorities and develop new procedures and polices within existing values
* There is a requirement to plan and organise individual and/or team activity to integrate and coordinate work across different parts of the University, faculty or department

**Main Work Activities**

### Communication

1. Provide specialist advice and guidance to managers and staff
2. Explain new and existing policies in relation to operational activities
3. Create and deliver presentations to communicate information across Faculty/Dept/University
4. Attend meetings to report on specialist issues
5. Take formal minutes at meetings when required
6. Write formal documentation
7. Write procedural documentation

### Teamwork

* May be required to supervise the work of others
* Provides advice and guidance to other members of the team

**Liaison and Networking**

* Proactively develop and maintain internal and external contacts to benefit the University
* Participate in networks internally and/or externally

### Service Delivery

* Assist in the preparation, presentation and implementation of the strategic plans and operating statements and ensure compliance with reporting requirements within the University
* Assist with the effective management of the quality of the service
* Assist the Head of Department/Service to maintain administrative direction
* Develop and manage projects that contribute to improving service delivery
* Develop and maintain systems and processes to ensure effective delivery of the service

### Planning and Organisation

* Co-ordinate departmental processes in conjunction with senior colleagues
* Plan and monitor the work of others
* Contribute to the longer term operational planning of the Faculty/Department
* Organise and service committees as appropriate
* Organise and represent the area and University at events

**Analysis/Reporting**

* Analyse qualitative and quantitative data producing reports identifying key issues that inform management interventions. Formulate recommendations and provide advice on the implications of the data

### Additionally the post holder will be required to:

* Fulfil the employees’ duties described in the University’s health and safety policies and co-operate with the health and safety arrangements in place within the department. May be required to undertake specific health and safety roles on request e.g. Display screen equipment assessor, departmental safety officer, fire warden
* Show a commitment to diversity, equal opportunities and anti-discriminatory practices This includes undertaking mandatory equality and diversity training
* Comply with University regulations, policies and procedures Be an active and supportive citizen of the University community working collaboratively with fellow colleagues across the University to support the delivery of strategically important activity.  Examples include supporting at open/applicant days, graduation or clearing activities.

**COMPETENCY SPECIFICATION**

To fulfil your role, you will need certain knowledge, skills and competencies. The following competency specification provides a framework within which your performance will be assessed. The interview assessment may include, for example, testing on IT skills.

**The Competencies set out below are essential and are core requirements** needed to perform the role and any candidate who fails the requirement will not be taken forward for further assessment or to interview.

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| **Competency** | **Identified by** |
| **Knowledge and Experience** |  |
| Is a professional with proven experience in a specialised area of work. | **Application/Interview** |
| A relevant degree or equivalent qualification and/or experience. | **Application/Interview** |
| Has an active approach to continuing professional development/undertaking training as appropriate for personal and professional development. | **Application/Interview** |
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| **Communication (Oral and Written)**  Can demonstrate the ability to summarise complex ideas or information which may be highly detailed, technical or specialist. | **Application/Interview** |
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| **Teamwork and Motivation**  Can demonstrate the ability to delegate work to others and/or help to build co-operation to deliver team results. | **Application/Interview** |
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| **Liaison and Networking**  Can demonstrate the ability to work across the University and/or externally to build and strengthen working relationships. Actively pursues a shared interest and works jointly to influence events and decisions. | **Application/Interview** |
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| **Service Delivery**  Can demonstrate the ability to adapt the service and systems to meet the needs of the customer and identify ways of improving standards. Takes action to resolve issues and complaints. Collates feedback and views from customers and keeps up to date with changing needs to inform service development/adjustments. | **Application/Interview** |
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| **Decision Making**  Can demonstrate the ability to consider the wider impact of decisions, assesses possible outcomes and their likelihood. Uses judgement to make decisions with limited or ambiguous data and takes into account multiple factors. Distinguishes between the need to make a decision, when to defer and when not to take a decision. | **Application/Interview** |
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| **Planning and Organisation**  Can demonstrate the ability to agree objectives and requirements for the team or area of operation. Monitors overall progress of project or area of operation and ensures corrective action is taken. | **Application/Interview** |
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| **Initiative and Problem Solving**  Can demonstrate the ability to gather information from a variety of sources to develop solutions and considers the longer term benefits against their chances of success. | **Application/Interview** |
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| **Analysis/Reporting**Demonstrates the ability to design and utilise data gathering and analytical methods, including KPI analysis, to assess each investigation effectively. Recognises and accurately interprets patterns, trends, and insights, while leveraging CRM data to inform decision-making. Identifies when additional data is needed, sourcing it appropriately, and produces detailed reports highlighting key issues, findings, and actionable recommendations. | **Application/Interview** |