

Job Description

General Details

Job title:	Director of Business Development & Enterprise
School/Service:	School of Digital, Technologies and Arts
Normal Workbase:	Stoke Campus
Tenure:	Permanent
Hours/FTE:	Full-Time, 37 hours per week / 1.0fte
Grade/Salary:	Grade 12
Date Prepared:	February 2021

Job Purpose

The Director of Business Development and Enterprise will provide strategic and operational leadership of the School's administrative processes and commercial development, financial probity, meticulous and consistent use of data and good governance. The purpose of the role includes the following key areas of responsibility:

- To contribute to the planning, development and delivery of the School Business Plan and resources, ensuring alignment with, and delivery of, the University's KPIs and Strategic Plan.
- To identify and evaluate risks, risk appetites and options, strategies for risk mitigation, and priorities for the efficient use of resources
- Ensure that business planning is robust, data-driven, and leads to improvements in relevant metrics.
- To contribute to the delivery of activities driving commercial income, build relationships and collaborate with relevant partners, such as employers and key stakeholders.
- To support the University in maximising its activities and income from all University campuses.
- To ensure that the School meets its financial targets.
- To ensure that the School responds to all current governance, legislative and compliance requirements of the University, embedding arrangements to deliver accurate and timely responses.
- Maintain effective and productive working relationships with Services, and where relevant, other Schools, to ensure delivery of the University's KPIs and Strategic Plan objectives

Work in a proactive, engaged, and efficient manner, as a member of the School Management Team to provide support for management colleagues.

Relationships

Reporting to:	Executive Dean
Responsible for:	School Administration Team, APLMs
Other Key Internal Relationships:	Finance Services Director of Academic and Strategic Planning Planning and Business Intelligence Research, Impact, and Innovation Services Human Resources and Organisational Development

Main Activities

- Have oversight of School-managed specialist accommodation, equipment, and resources, ensuring that it is fit for purpose, and its use is maximised for students, staff and external stakeholders and business partners.
- To maintain effective oversight of the School risk register, ensuring that risk is managed proportionally, and that risk management is delivered within the overall risk appetites of the University.
- Build relationships with stakeholders and businesses to support the commercial development of the University and employment opportunities for students.
- Ensuring that the School is managed in accordance with all relevant University policies and procedures, including the University's financial management rules and regulations, student rules and regulations; and all staff employment policies, procedures and working practices.
- Ensure that data is captured effectively, in a timely manner, and presented or reported so that the information is accessible and is used in business planning and delivery.
- Ensure that all statutory returns and responses to consultations are accurate, timely and reviewed to inform future practice.
- Seek out opportunities to expand activities across the University campuses working with other Schools and Services, as appropriate
- Oversee the School's budget and ensure its finances are robust, enabling its medium to long-term financial sustainability.
- Representing the School at relevant University committees
- Produce reports and presentations, as required.

Academic Development

- Promote entrepreneurship and innovation; in particular, towards high-growth, high-impact venture creation, and activities linked to the University Enterprise Zone.
- Ensure our university provision is designed to meet the future needs of business and industry.
- Contribute to the growth of the university and civic entrepreneurial ecosystem.
- Contribute to managing the School in the achievement of the following responsibilities:
 - a. Develop and deliver an academic roadmap enabling the University to meet its academic strategic plan
 - b. To achieve the student recruitment requirements through a vibrant, modern, market led,

product portfolio

- c. To provide a high-quality learning experience for students as measured through student satisfaction indicators, progression, retention, and achievement outcomes.
- d. To enhance the quality and quantity of research outcomes in liaison with Research Centres and Groups

- Lead the use of innovation and entrepreneurship to improve student success, grow the regional economy, retain talent within the local area and enhance our brand.
- Support academic leadership of the School in ensuring that all aspects of the provision are innovative and meet the needs of students, employers, and customers more generally
- Ensure that the School is well administered, in accordance with quality and regulatory requirements dictated both internally and externally.
- Work effectively to grow collaboration with other Schools/Departments, to develop and expand opportunities across the product portfolio and business processes – including regional, national, and international initiatives.
- To support the development of the research, enterprise, and professional activity of the School.
- Support the positive actions identified to ensure the School is fulfilling the requirements regarding equality and diversity and championing the ethos of inclusion.
- Support maintenance of a safe and healthy work environment within the School, including ensuring compliance with health and safety legislation and university policies and procedures.

- The role holder is required to minimise environmental impact in the performance of their role and to actively contribute to the delivery of the University's Environmental Sustainability Policy

- To undertake other such responsibilities as may reasonably be required

Special Conditions

The postholder will be required to travel and work across campuses where relevant.

The postholder will be required to travel between sites from time to time in a cost-effective manner, which may be through the use of a car.

Variation to Job Description

The employer reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus, it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

Conditions of Service

The post is subject to such terms and conditions of employment as negotiated between the Board of Governors of the University and the recognised trade unions, and/or the employees of the University. In negotiating such terms and conditions the Board of Governors will consider any appropriate advice received from the Universities and Colleges Employers Association (UCEA).

Informal Discussion

Should you wish to discuss this vacancy informally before making an application please contact:

David Hawkins, Executive Dean - Email: David.hawkins@staffs.ac.uk

Application Procedure

We encourage you to apply on-line at our website <http://jobs.staffs.ac.uk> as the system is user friendly and simple to complete.

We would ask all applicants to ensure that they have provided comprehensive information under each criteria in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section.