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Harper Adams
University



European Union

European Structural and Investment Funds

Job Description

Title of the post: Business Development Manager: Agri-tech Growth and Resources for Innovation (AGRI; ERDF/ESIF funded) (50%) and Agri Tech West Alliance (50%)

(Full-time or part-time, Fixed-term appointment, until February 2020)

Department:

The role of the Business Development Manager

The Business Development Manager will be responsible for generating and overseeing business engagement. Key tasks include:

- Business engagement activity including networking events, direct telephone and email approaches
- Promotion of the project through marketing events
- Promotion of Agri Tech West Alliance (ATWA)*
- Delivery of action plans for ATWA
- Liaison between SMEs and academics
- Overseeing completion of AGRI project action plans
- Manage relationship, referral arrangements and information sharing with Growth Hubs

*The Agri Tech West Alliance (ATWA) is a consortium of four local LEPs (Marches, Stoke-

on-Trent and Staffordshire, Worcestershire and Cheshire and Warrington) and educational institutions. ATWA has been created as an umbrella brand where all the partners and participants agree to work together, sharing knowledge and expertise in order to deliver increased productivity in the area's agriculture, agri-tech, horticulture and food processing industries.

Responsibilities

The responsibilities with respect to the AGRI project mainly focus on developing business relationships by contacting companies, encouraging attendance at workshops where the ERDF team would engage people from industry and provision of consultancy.

In more detail, you will;

- Understand the potential for innovation within the agri tech and agri food sectors.
- Understand ERDF policies and be able to explain these to companies.
- Take initiative in designing, developing and delivering training, seminars and events for professional audiences.
- Plan and schedule for organising workshops and discuss with ERDF team to determine contents of the workshops.
- Develop business relations by contacting companies, explaining the benefits of the ERDF project and agri tech and agri food technologies.
- Participate in production of publicity material including updating website information, preparing flyers, posters and presentations used for the ERDF project, writing case studies, final project report and technical reports.
- Engage companies in collaborative research project funding opportunities from Innovative UK, research councils and EU horizon 2020.
- Administrative activity for hosting workshops, such as booking location, refreshments, accommodation etc.
- Keep track of each engaged company to ensure successful delivery of business assists and business collaboration.
- Liaise with the Aston University ERDF project manager /business development manager for co-organising workshops.

The responsibility for the ATWA consortium will involve:

- Liaison with ATWA consortium members of 4 LEPs and other key partners
- Attendance at ATWA consortium meetings and acting as coordinator of activities e.g. engaging with businesses, managing ATWA enquiries, workshops, publicity, website updates and tracking progress with ATWA's beneficiary businesses.

Person Specification

| | Essential | Method of Assessment |
|-------------------------------------|--|--|
| Education and qualifications | A degree in a physical engineering, food technology science, economics or management related subject. | Application form |
| Experience | <p>Experience of research project management</p> <p>Experience of working with businesses</p> <p>Commercial experience –Market analysis and promotion. Sales and marketing, public relation, scientific outreach activities</p> <p>Management experience- organising events, exhibitions, encouraging companies to attend events</p> <p>Experience of Technology in order to advise external companies and technical demand of the market</p> <p>High level of decision making, good negotiating skills, persuading and influencing others</p> | Application form, interview and presentation |
| Aptitude and Skills | <p>Ability to understand, assimilate and communicate complex legal obligations.</p> <p>Ability to effectively communicate deadlines to participants and ensure compliance.</p> | Interview and presentation |
| | Desirable | Method of Assessment |
| Education and qualifications | Member of the Association for Project Management (APM) or the Project Management Institute (PMI). | Application form |
| Experience | <p>Technical knowledge – Knowledge of agri tech and/or agri food.</p> <p>Experience of Technology transfer and innovation.</p> <p>Experience of working with academic colleagues.</p> | Application form, interview and presentation |
| Aptitude and skills | Good communication skills with ability to switch between communication methods as appropriate | Interview and presentation |

Conditions of Service

The national recommendations which have arisen from the negotiations between UCEA and the unions recognised at national level, the Joint Negotiating Committee for Higher Education Staff (JNCHES), directly affect the terms and conditions insofar as they have been adopted by the Board of Governors.

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|-------------------------------|---|
| Salary | The commencing salary will be within the range £38,183 - £41,709 per annum pro rata for part-time. The point of entry will be dependent upon relevant qualifications and experience. Salaries are paid monthly, in arrears, by credit transfer. |
| Contract Term | This is a fixed-term, full-time or part-time appointment until end of February 2020 in the first instance. All salaries and holidays will therefore be pro-rata if part time. The employment may be terminated during the course of the contract by either party giving three months' notice. |
| Hours of Work | The routine working week is 37 hours over Monday to Friday, inclusive. There may be an occasional requirement for overtime working and time off in lieu will be allowed for hours worked in excess of 37 per week. |
| Holidays | The annual holiday entitlement is 25 working days, plus 3 University Closure days and Bank Holidays (pro-rata for part-time) The holiday year runs from 1 April to 31 March and in the holiday year in which the employment commences or terminates the holiday entitlement will accrue on a pro-rata basis for each complete week of service. The timing of holidays is subject to the agreement of the Line Manager. |
| Sick Leave | During periods of certified sickness the post-holder will be eligible to receive sick pay in accordance with the University Sick Pay Policy. The payment of sick pay is subject to compliance with the University rules for the notification and verification of sickness absence, details of which will be provided to the successful applicant upon commencement of employment. |
| Probationary Period | The first six months of employment will be a probationary period during which suitability to the post will be assessed. The probationary period may be extended at the discretion of the University. |
| Pension | The post-holder will be entitled to join the Local Government Pension Scheme (LGPS), subject to its terms and conditions from time to time in force. The LGPS is a final salary scheme and is contracted out of the State Earnings Related Pension Scheme (SERPS). Full details of the Scheme will be provided to the successful applicant upon commencement of employment. |
| Exclusivity of Service | You are required to devote your full-time attention and abilities to your duties during working hours and to act in the best interests of the University at all times. Accordingly, you must not, without written consent of the University, undertake employment or engagement including external consultancy, which might interfere with the performance of your duties or conflict with the interests of the University. |

It follows that, regardless of whether you are employed on a full-time or part-time contract, you are required to notify your line manager of any employment or engagement which you intend to undertake whilst in the employment of the University (including any such employment or engagement which commenced before your employment under this contract). Your line manager will then notify you within 10 working days whether such employment or engagement is prohibited.

References

Candidates should ensure that they provide full details of the name and postal address of their referees. Please include e-mail addresses and telephone numbers wherever possible.

Referees should include your present, or most recent, employer. References will normally be taken up immediately in respect of candidates shortlisted for interview. **If you do not wish any reference to be taken up at this stage, please enter an 'X' in the relevant box provided on the application form.**

Application Procedure

All applications should be completed and submitted using the Harper Adams e-Recruitment programme at <http://jobs.harper-adams.ac.uk>

To be arrive no later than midnight -Thursday 27 April 2017.