



JOB DESCRIPTION

POST	Business Development Manager (Grade 8)
CONTRACT	Permanent
REPORTS TO	Director of Partnerships and Business Development
ROLE PURPOSE/SUMMARY	<p>Reporting to the Director of Partnerships and Business Development, the Business Development Manager will be responsible for the development of existing teaching related partnerships in addition to identifying and securing new income generating initiatives to support LSTM's Teaching Expansion Plan.</p> <p>The post holder will be responsible for developing a pipeline that has specific targets as well as agreed key performance indicators (KPIs). The role requires a collaborative and strategic approach to partnership development that is underpinned by a quality led approach that enhances and promotes LSTM's brand and reputation at the highest levels.</p> <p>The Business Development Manager will also further develop LSTM's CPD offering within the overall programme portfolio of LSTM programmes.</p> <p>The Business Development Manager will work very closely and in partnership with the Recruitment and Admissions Manager as part of cultivating a wider Business Development ethos and function.</p>

ROLE SPECIFIC RESPONSIBILITIES

	KEY RESPONSIBILITIES	KEY ACTIONS These set out how the Key Responsibilities will be achieved
	Relationship Management & income generation	Strengthen existing and establish new high level relationships with key partners, including professional bodies, donor agencies, government ministries, industry partners and NGOs.
		Identify, develop and secure new partnership initiatives to secure additional income generating activity that is aligned with LSTM's Vision, Mission and Values
		Activating robust due diligence processes for partnership activities that includes clear risk assessment and mitigation.
		Liaise with colleagues across LSTM to effectively filter, qualify and proactively suggest new partner opportunities

	KEY RESPONSIBILITIES	KEY ACTIONS These set out how the Key Responsibilities will be achieved
		Identify opportunities for external funding to support Learning and Teaching opportunities and to assist and lead in the preparation of bids

2	Key Account Management	Ownership and stewardship of partnership relations for initiatives that includes regular monitoring and progress reports, cultivation and nurturing of relationship with partner, and ongoing needs analysis as part of a bespoke offering to meet their educational and training requirements.
		Delivery of projects within agreed timeframes with partner
		Negotiation and set up of complex partnership initiatives with the highest levels of sensitivity and confidentiality to achieve a positive outcome for LSTM.
		Working with LSTM's Contracts Team to formalise agreements and arrangements to ensure clear delineation of roles and responsibilities with partner organisations.
		Provide high level management reporting on progress of partnership initiatives against agreed targets

3	Development of revised LSTM CPD Courses Portfolio	Enhancement of LSTM's current CPD portfolio through presenting an evidence based approach to support new areas of focus and growth
		Support and advise academic colleagues in LSTM on the development, delivery and evaluation of CPD offerings
		Set key performance indicators (KPIs) for income generation in agreement with the Director of Partnerships and Business Development.

4	Market intelligence and insight	Provide market insight and intelligence to ensure that LSTM is kept abreast of all market developments and aligned with market trends and opportunities, both in the UK and in key international priority markets.
		Provide high level management reporting on market intelligence
		Identify and action the development of new LSTM courses in line with evidence backed market demand

MANAGEMENT RESPONSIBILITIES

	KEY RESPONSIBILITIES	KEY ACTIONS These set out how the Key Responsibilities will be achieved
1	Deputise for Director of Partnerships and Business Development	Deputise for Director of Partnerships and Business Development when required to do so.

FURTHER RESPONSIBILITIES

	KEY RESPONSIBILITIES	KEY ACTIONS These set out how the Key Responsibilities will be achieved
1	General	<p>Any other duties commensurate with the grade and nature of the role</p> <p>To attend external training courses / conferences / seminars as required.</p> <p>The Business Development Manager will work very closely and in partnership with the Recruitment and Admissions Manager as part of a wider Business Development ethos and function.</p>

PERSON SPECIFICATION

POST	Business Development Manager
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COMPETENCY CRITERIA	ESSENTIAL/ DESIRABLE	ASSESSMENT
Qualifications, Training & Knowledge		
University degree (or equivalent experience) in a business-related discipline	E	Application
Masters or equivalent professional qualification in a business-related or marketing area	D	Application
Detailed knowledge and understanding of UK Higher Education Trends within a global context	E	Application, Interview
Demonstrable evidence of continuous professional development	E	Application, Interview
Experience		
Demonstrable track record of development of business pipelines and their implementation	E	Application, Interview
Experience of proactively identifying and analysing market trends that translate into tangible opportunities.	E	Application, Interview
Experience in developing and delivering products and services in the area of higher education	E	Application, Interview
Extensive partnership development and key account management experience, with a strong track record of income generating activity and relationship management at senior level.	E	Application, Interview
Experience of complex negotiation with potential partners to ensure successful outcomes.	E	Application, Interview
Experience of working on business development initiatives within health organisations	D	Application, Interview
Organisation of and attendance at internal and external focused events in the UK and internationally	E	Application, Interview
Demonstrable experience of setting, monitoring and delivering on key performance indicators and income targets	E	Application, Interview
Demonstrable experience of working in a diverse and international organisation	E	Application, Interview
Skills & Behaviours		
Strong interpersonal skills, with ability to communicate and build excellent working relationships with academic and professional services colleagues and students	E	Application, Interview
Ability to write and present detailed, accurate and high level reporting for dissemination to senior management	E	Application, Interview
Ability to make proactive and independent decisions with confidence, whilst working in a fact paced environment	E	Application, Interview
Excellent presentation skills and the ability to deliver training to individuals or groups	E	Application, Interview

COMPETENCY CRITERIA	ESSENTIAL/ DESIRABLE	ASSESSMENT
Ability to produce new ideas, approaches or insights and create innovative solutions to problems	E	Application, Interview
Capacity to effectively manage one's own time and deliver outputs consistent with expected standards in terms of productivity and quality	E	Application, Interview
A strong understanding and appreciation of academic quality assurance and its impact on partnership development	D	Application, Interview
Highly developed customer service skills, with a demonstrable commitment to improve and enhance the customer experience	E	Application, Interview
Ability to communicate effectively and positively with internal and external stakeholders	E	Application, Interview
Ability to effectively chair meetings to achieve desired objectives	E	Application, Interview
Ability to multi- task, work under pressure and adapt positively to change	E	Application, Interview
Ability to think strategically whilst maintaining a handle on operational deliverables	E	Application, Interview
Excellent IT skills, to include working knowledge of student information systems	E	Application, Interview
Circumstances		
Full time (35 hours) 09.00 - 17.00		
The post requires a flexible approach and a willingness to undertake out-of-hours work, particularly during peak periods of activity		
The post will require travel in the UK and overseas		

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