

Business Development Professional

Job Description

POSITION OVERVIEW

Department	Experiential Digital Global Education (EDGE) – London
Location	Devon House, London, Remote-based
Term	Full-time; Fixed Term – 12 months
Salary	£35,000 - £45,000 per annum, depending on experience
Benefits	Generous benefits package including 25 days holiday allowance pro rata (excl. Bank holidays), group life assurance, group income protection, pension schemes and private healthcare (optional)
Start	October 2022

Northeastern University London (NUL) wishes to appoint a Business Development Professional to be responsible for promotion of the EDGE department’s portfolio of Degree Apprenticeships, online degrees and other non-degree, non-credit bearing offerings. This will require working with employers across all sectors as a part of workforce planning. Proactive and results-driven, the role holder will identify and secure income generating opportunities for NUL and, where appropriate, NU’s wider Global Network. Experience working with Apprenticeship programmes is a must. You will also have considerable experience of developing and facilitating relationships between the HE sector and the business community and will possess an in-depth understanding of the importance of innovation in a business context. With renewed pressure on the delivery of innovation services within the sector, the successful candidate must have the skills and experience to develop winning funding proposals to build further capacity.

The externally facing aspects of this role involves contact in person, via web-conference, email and on the telephone, with organisations whose relationships are highly valued by Northeastern University. Through your ability to champion, inspire and communicate opportunities for business collaboration, the role holder will be a key appointment in NUL’s external business development activities.

The role is field based and suitable for remote working but with a need to travel within the UK and attend the London-based office when required.

Duties and Responsibilities

- Identifying organisations with potential synergies to the University's expertise and developing a proposal for targeting this business.
- Identifying business needs and issues aligned to workforce planning and lifelong learning, facilitating business liaison and business development activities with the objective of turning prospects into income generating projects.
- Proactively search out and secure funded project ideas and proposals that will build capacity within the business development team.
- Developing and implementing an operational plan that clearly defines the relationship between Northeastern University and business that will bring professionalism and consistency to the interface.
- Planning and managing new marketing initiatives for the EDGE portfolio of programmes, including editing and ensuring the production of all resources and publicity material, including websites, events, etc.
- Report income generation data, targets and forecasts on a regular basis.
- Drive demonstrable growth in income arising from apprenticeship opportunities.
- Acquire, and maintain, the knowledge required to ensure that apprentices/learners and the associated administration complies with the quality assurance processes for NUL, OfS, Ofsted, Ofqual and ESFA.
- Help ensure evidence packs for apprentices/learners are complete and accurate in accordance with the ESFA and Data Protection regulations, particularly in respect of contracts and eligibility/registration requirements.
- Ensure compliance with End Assessment regulations as prescribed by the ESFA.
- Have a full professional knowledge of the requirements for learner academic and pastoral support, ensuring an understanding of NUL systems and services for delivery: dealing with correspondence and maintaining confidential files.
- Attending relevant training as required.
- Participate in committees and working groups as appropriate and when required.
- Any other duties commensurate with the level of responsibility of this post in support of the Director of Apprenticeships or their nominee, for which the post holder has the necessary experience and/or training.

About EDGE

EDGE (Experiential, Digital, Global, Education) is part of Northeastern's Global Network and is dedicated to designing and delivering work-related learning throughout the UK and internationally. The EDGE team work remotely, using innovative pedagogical approaches and best practice in digital education and collaboration to ensure an excellent learner experience for individuals or groups of learners, wherever they are based. The EDGE team currently delivers a growing portfolio of work-related learning aligned to digital transformation, data science, artificial intelligence, and project management.

Person Specification Criteria (Essential / Desirable)

Qualifications

- Honours degree or equivalent professional or vocational qualification and/or extensive relevant business development experience [E]
- Recognised qualification or significant relevant experience in the use and development of digital marketing [D]

Key Criteria

- Experience of developing and facilitating strong relationships between the HE sector and the business community [E]
- Possess an aptitude to build relationships with industrial partners [E]
- Knowledge and hands on experience of working with the administrative requirements of apprenticeship programmes, ideally within Higher Education or within Further Education [E]
- Experience of managing reporting requirements [E]
- Experience in the use of database and management information systems, with an ability to create records, and to extract and report information as required [E]
- Experience in dealing with numerous external stakeholders, including central government and auditors, with an ability to quickly understand stakeholder concerns, and work flexibility to incorporate solutions that continue to meet internal and external goals and compliance requirements [E]
- Excellent communication skills (verbal and written) [E]

BUSINESS DEVELOPMENT PROFESSIONAL JOB DESCRIPTION

- Strong project management capabilities with excellent organisation and time management skills, demonstrating an ability to work flexibly and to deadlines while maintaining a high level of accuracy and attention to detail [E]
- Able to work without close supervision and with autonomy, using own initiative, but also collaboratively as a team member, being flexible and adaptable, and with a willingness to embrace change [E]
- High degree of professionalism and personal integrity; ability to exercise complete discretion and maintain confidentiality [E]
- Excellent record keeping and maintenance, with awareness of Data Protection and GDPR [E]
- Resilient, with a can-do attitude and an ability to thrive, remaining calm and measured under pressure [E]
- Competent in the use of IT, especially MS Office [E]
- Willingness and capacity to undertake continuous professional development [E]

Application Process

Applications should be made via [this link](#) by 20:00 on 07 October 2022. Please reference your application “**EBDP922**”. Participation in the equal opportunities section is encouraged, but voluntary.

Applications must include a covering letter of no more than one page and a full curriculum vitae.

Applications are welcome from all sections of the community and will be judged on merit alone. Candidates must be able to demonstrate their eligibility to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.