



University of  
**Strathclyde**  
Glasgow



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# Business Development Manager

Centre	National Manufacturing Institute Scotland (NMIS) ( <a href="http://www.nmis.scot/">www.nmis.scot/</a> )		
Faculty	Faculty of Engineering ( <a href="http://www.strath.ac.uk/engineering/">www.strath.ac.uk/engineering/</a> )		
Staff Category	Administrative and Professional	Reference No	613666
Reports To	NMIS Chief Strategy & Commercial Officer	Grade	7
Salary Range	£36024 - £44263	Contract Type	Open Contract
FTE	1 (35 hours/week)	Closing Date	08/05/2024
Holidays	31 days + 11 statutory days Option to purchase additional holidays.	On Site Facilities	Car parking.
Pensions	Contributory pension scheme available to all staff including generous employer contribution.		
Training	Professional Development with <a href="#">Organisational and Staff Development Unit</a> (OSDU) plus external training if required.		
Family Friendly Benefits	Generous parental leave provision, on-campus nursery and options for flexible working.		
Health and Wellbeing	University Sport centre, Occupational Health service, access to health and wellbeing events, cycle to work scheme, Employee Assistance Programme, agile working and established carers support network and carer friendly policies.		

## Job Advert

The University of Strathclyde is a leading international technological institution and has a long history of working with industry to deliver strong business growth from access to research and innovation expertise. The latest major initiative continuing to deliver on this track record is through the National Manufacturing Institute Scotland (NMIS).

The National Manufacturing Institute Scotland (NMIS) is driving the future of manufacturing through innovation. We're accelerating productivity to grow our economy, develop a vibrant workforce, and create happier, healthier, greener communities. From our growing network of world-class manufacturing R&D facilities, we work with businesses of all sizes and sectors across Scotland, the UK, and beyond to find technology solutions to help them succeed.

We turn brilliant ideas into reality, and we do it at industry speed. Coming from diverse backgrounds, our passionate team works alongside industry, academia, and the public sector to solve problems, train the next generation of makers, engineers, and inventors, and generate creative ideas that will change how we make things and protect our planet.

Ultimately, we are growing the economy, developing a vibrant and skilled talent pool and helping create prosperous, sustainable communities.

We are seeking the right candidate to join our exciting and already diverse commercial team in NMIS.

The position will involve:

- Developing relationships with new company contacts.
- Establishing the technical and business needs and innovation opportunities for potential partner companies.

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1

- Matching partner needs with available solutions in the wider NMIS group, identifying opportunities for growth in NMIS.
- Developing consortia made up of companies with a shared interest in common problem areas.
- Defining project work content via detailed statements of work and/or bid submissions.
- Winning contracts and grants, either in the form of commercial work from companies, or public funds from competitive funding calls.
- Completing fast turnaround projects, customer workshops and consultancy assignments.

This role is aimed at proactive, bold, ambitious individuals, who can demonstrate an aptitude for turning technical and business issues into practical action plans which can be supported by commercial clients.

In particular, candidates are sought with experience in one or more of the following technical areas:

- Composites, metallics and novel materials systems and lightweighting,
- Electronics manufacture, in particular semiconductors,
- Manufacturing technologies including but not limited to forming and forging processes,
- Digital manufacturing technologies or data-driven manufacturing, and
- New hardware product / system development (design, product capability development and design for excellence & assurance)
- Workforce development, skills and training.

To be considered for this role you will have the knowledge, skills and experience normally associated with a Degree level qualification, most likely in an engineering or physical science discipline and be expected to demonstrate an enthusiasm for innovation and an interest in the manufacturing sector and be able to convey a level of credibility in discussing these subjects. You will have the ability to plan and organise your own workload and to work as part of a team. You will also be a self-starter with excellent judgement and the ability to independently develop solutions and plans. You will have the ability to match opportunities to capability, using your skills in listening, engagement and persuasion to develop clear action plans from complex situations with customers.

Whilst not essential for the role, candidates with practical experience of specifying, planning and coordinating research and development in high value manufacturing are highly desired, as are those with direct experience of industrial supply chains. Exposure to a range of manufacturing processes, material behaviour, and problem-solving techniques, is also highly desirable.

## Job Description

### Brief Outline of Job:

The Business Development Manager will report to the NMIS Chief Commercial Officer. The aim of the post is to define new commercial business, funded project opportunities, and recruit new NMIS member companies. NMIS has a strong drive to increase its engagement with small and medium sized enterprises (SMEs), so this role will require a level of engagement with companies of all sizes. Typically, the post holder will manage engagement with new customers from first contact through to project launch and/or membership accession. In some cases, there may be a need to complete (typically small-scale) project activity for the client.

### Main Activities/Responsibilities:

1.	Establish the technical and business needs as well as innovation opportunities for potential partner companies through a combination of initial web-based research, meetings discussions, facility visits and facilitated workshops. Analyse activity including events activity and generate projects plans/statements of work, which encompass customer requirements.
2.	Identify and evaluate potential customer needs against capabilities within the NMIS group. Liaise with appropriate bodies to ensure that required capabilities and resources are available and generate project proposals to meet customer requirements.
3.	Contribute to the implementation and ongoing development of the NMIS' Business Development frameworks and systems, including our Microsoft Dynamics business system.
4.	Following discussions/engagements with companies, define project work content via detailed written statements of work and/or public funding bid submissions.
5.	As part of a wider NMIS group, develop consortia of companies with a shared interest in common problem areas through networking, a review of customer/sector issues and solutions, an awareness of innovation and collaborative opportunities among target organisations.
6.	Lead and manage bid applications and secure contracts and grants, either in the form of commercial work from companies, or competitive public funds such as Innovate UK, Scottish Enterprise, EPSRC and EU.

7.	Project-manage submission processes to ensure high quality/winning proposals are drafted within tight deadlines.
8.	Working with the NMIS Marketing and Communications team, and external partners as required, liaise with companies to collect and collate relevant information, testimonials and other required information to promote NMIS to the wider community.
9.	Conduct market analysis to identify potential new clients and member companies. Develop and manage relationships with new industrial contacts and company members to secure further growth in NMIS membership; some contacts will arise from market intelligence or enquiries processes; others will be identified through sector- or technology-focused investigations.
10.	Undertake research to identify market trends and targets as well as opportunities to partner with external organisations to reach new audiences and promote NMIS offering to a wider industrial market.
11.	Generate quick turnaround projects, such as investigation into specific manufacturing issues affecting output, quality or process cost to provide immediate benefit when required. Follow-on work could include customer/stakeholder workshops and consultancy assignments including facilitated group workshop activities aimed at identifying and addressing strategic gaps in innovation and technology in the longer term. Manage activities of contractors and collaborators who are involved in demonstrating new technologies identified above.
12.	Work collaboratively with NMIS colleagues to determine best practice including establishing the best customer engagement techniques, ensuring suitable solutions are proposed utilising the most appropriate combination of internal and external resources, as well as providing an ongoing level of customer engagement throughout any project(s) to ensure excellent customer service and working relationships.
13.	Input as a team member into NMIS Commercial Group administrative activities, including continuous improvement of business development procedures, targeted marketing materials, and improving NMIS standard service offerings ensuring its suitability to support NMIS's developing customer base.
14.	Engaging in continuous professional development. The ability to support all the listed areas (albeit with supervision in some cases) would be expected, and the development plan would be aimed at experiential growth and driving a level of specialist capability in addition to the basic requirements of the job.

## Person Specification

### Educational and/or Professional Qualifications

(E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)

- E1 A Degree level qualification, most likely in an engineering or physical science discipline or equivalent professional qualifications or equivalent relevant experience in a similar role.

### Experience

- E2 Experience in a business development role within a research facility operating with both a variety of industry sectors, and from SMEs to OEMs.
- E3 Experience of working in a research environment, interacting with academics
- E4 Experience of working with industry, working with researchers and manufacturing engineers
- E5 Experience of working in the area of manufacturing technologies
- E6 Experience of working with confidential and sensitive information
- D1 Experience of organising and supporting complex meetings involving a range of internal and external customers/stakeholders

### Job Related Skills and Achievements

- E7 A good understanding of manufacturing processes
- E8 Strong IT skills including proficiency with office packages
- D2 Formal Sales Training skills, including negotiation and people management
- E9 Excellent organisational skills to plan and manage a varying day to day workload and a range of conflicting priorities
- E10 Ability to clearly communicate information, sometimes of a technical nature, both verbally and in writing and possess good people skills

### Personal Attributes

- E11 Ability to prioritise workload and to work around the needs of team members to meet tight deadlines, but without compromising the accuracy of the work produced
- E12 Enthusiastic and determined attitude

E13	Ability to work on own initiative when required
E14	Ability to negotiate with industry members and disseminate technical knowledge and provide clear NMIS capability information
<b>Other Relevant Factors</b>	
D3	Willing to work flexibly and with a customer focused approach
D4	Experience within the Higher Education sector or similar
D5	Willing to travel within the UK to support work activity (e.g. project meetings, trade shows, exhibitions, etc.).
D6	Valid UK driving licence

## Application Procedure

Applicants are required to complete an application form including the name of three referees who will be contacted without further permission, unless you indicate that you would prefer otherwise. Applicants should also submit a Curriculum Vitae and a covering letter detailing the knowledge, skills and experience you think make you the right candidate for the job. Applicants should also complete the Equal Opportunities Monitoring Form.

## Other Information

Further information on the application process and working at Strathclyde can be found on our website (<http://www.strath.ac.uk/hr/workforum>).

Informal enquiries about the post can be directed to Alaster McDonach, Senior Manufacturing Engineer: [alaster.mcdonach@strath.ac.uk](mailto:alaster.mcdonach@strath.ac.uk)

### Conditions of Employment

Conditions of employment relating to the Administrative and Professional staff category can be found at: [Conditions of Employment](#).

### Rewards and Benefits

Our staff have access to a wide range of outstanding benefits that include financial rewards, family friendly and wellbeing benefits and career development opportunities, details of which can be found [here](#).

### Probation

Where applicable, the successful applicant will be required to serve a 9 month probationary period.

### Pension

The successful applicant will be eligible to join the Universities' Superannuation Scheme. Further information regarding this scheme is available from [Payroll and Pensions](#).

### Relocation

Where applicable, the University offers a relocation package to support new employees who meet the eligibility criteria. The relocation package is offered as a contribution towards costs incurred, and is designed to be flexible, allowing staff to use the financial support available in the way that will be most helpful to them. Further details are outlined in the Relocation Policy.

### Interviews

Formal interviews for this post will be held in May 2024.

### Equality and Diversity

The University of Strathclyde is a socially progressive institution that strives to ensure equality of opportunity and celebrates the diversity of its student and staff community. Strathclyde is people-oriented and collaborative, offering a supportive and flexible working culture with a deep commitment to our equality, diversity and inclusion charters, initiatives, groups and networks.

We strongly encourage applications from Black, Asian and minority ethnicity, women, LGBT+, and disabled candidates and candidates from lower socio-economic groups and care-experienced backgrounds.

### University Values

The University's Values capture what we're all about: who we are, what we believe in and what we stand for. [Our Values](#) have been derived from how we act and how we expect to be treated as part of Strathclyde.

