

# Academically Advanced Socially Progressive

Great minds. Innovative Solutions.



## Business Development Executive

<b>Centre</b>	National Manufacturing Institute Scotland (NMIS) ( <a href="http://www.nmis.scot/">www.nmis.scot/</a> )		
<b>Faculty</b>	Faculty of Engineering ( <a href="http://www.strath.ac.uk/engineering/">www.strath.ac.uk/engineering/</a> )		
<b>Staff Category</b>	Administrative and Professional	<b>Reference No</b>	794411
<b>Reports To</b>	Head of Business Development and Strategy	<b>Grade</b>	7
<b>Salary Range</b>	£37,694 - £46,049	<b>Contract Type</b>	Open Contract
<b>FTE</b>	1 (35 hours/week)	<b>Closing Date</b>	26/02/2026
<b>Working Arrangements</b>	Hybrid. The standard requirement across the University is that at least three days per week (based on IFTE) will be spent working on-site (with flexibility as appropriate).		
<b>Work Location</b>	NMIS		



# Job Advert

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## Shape the Future of Manufacturing – Join NMIS as a Business Development Executive

The University of Strathclyde is a globally renowned technological institution with a proud history of driving business growth through groundbreaking research and innovation. At the forefront of this mission is the National Manufacturing Institute Scotland (NMIS)—a beacon for advanced manufacturing innovation that empowers businesses of all sizes to boost productivity, embrace digital transformation, and deliver on net-zero ambitions.

At NMIS, we are not just transforming industries—we are building a stronger, more sustainable economy, nurturing future-ready talent, and driving real-world impact. Our diverse and dynamic team works in close partnership with industry, academia, and the public sector to solve real-world challenges, spark innovation, and shape the future of manufacturing.

We are looking for an exceptional Business Development Executive to play a central role in extending our influence and driving forward our mission. This is a unique opportunity to help shape the future of manufacturing—by forging strategic partnerships, opening new pathways for collaboration, and delivering real, measurable impact across industry.

### What You'll Do

- Build and grow relationships with industry partners, by understanding their technical and commercial needs.
- Align industry challenges with NMIS capabilities and wider research solutions.
- Shape project opportunities by defining clear statements of work and leading competitive bids for funding and commercial contracts.
- Co-develop credible project proposals with NMIS Engineering Teams.
- Facilitate the creation of industry consortia and help drive rapid, high-value project delivery.
- Deliver innovation workshops, provide expert consultancy, and deliver agile, high-impact projects with measurable outcomes.

### What We're Looking For

We're looking for an individual who can confidently translate complex technical and commercial challenges into action. You'll have:

- A degree (or equivalent experience) in engineering or physical sciences.
- A passion for innovation, problem-solving, and advancing the manufacturing sector.
- Strong communication and engagement skills to influence and inspire partners.
- The ability to think both strategically and practically to deliver results at pace.

We're especially interested in candidates with experience in areas such as:

- Advanced manufacturing technologies, including (but not limited to) forming and forging processes.
- Materials science and metallurgy.
- Digital manufacturing technologies and data-driven manufacturing solutions.
- Electronics manufacturing, including semiconductor technologies.
- Product design, capability development, and design for excellence and assurance.

Experience in high-value manufacturing, industrial R&D, or navigating complex supply chains is highly desirable.

### Why NMIS?

At NMIS, you'll join a mission-driven organisation dedicated to transforming industry, developing a future-ready workforce, and driving a more sustainable economy. With world-class facilities, leading experts, and strong partnerships across academia, government, and industry, we offer an unparalleled environment for innovation and growth.

Come and be part of something with real impact.

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## Job Description

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### Brief Outline of Job:

The Business Development Executive will report to the NMIS Senior Business Development Manager and will play a key role in identifying new commercial opportunities, securing funded projects, and recruiting new member companies to the NMIS network. 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.

The post holder will typically manage the full engagement lifecycle—from initial contact through to project initiation and/or membership onboarding. In some cases, there may be a need to complete (typically small-scale) project activity for the client.

### Main Activities/Responsibilities:

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1. Identify the technical and commercial needs—as well as innovation opportunities—of prospective partner companies through a blend of desktop research, stakeholder meetings, on-site visits, and facilitated workshops.
  2. Assess customer needs and align them with the capabilities available across 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. Following discussions/engagements with companies, define project work content via detailed written statements of work and/or public funding bid submissions.
  4. Support the implementation and continuous improvement of NMIS's Business Development frameworks and systems, including the effective use and optimisation of our Microsoft Dynamics platform.
  5. Within the broader NMIS network, build consortia of companies united by shared challenges by leveraging strategic networking, in-depth analysis of customer and sector needs, and awareness of innovation and collaboration 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. Deliver rapid-turnaround projects addressing specific manufacturing challenges related to output, quality, or process costs, providing immediate value to customers. Follow-up activities may include facilitating customer and stakeholder workshops, as well as consultancy assignments designed to identify and bridge strategic innovation and technology gaps over the long term.
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12. Work closely with NMIS colleagues to identify the best customer engagement methods, propose suitable solutions using the right mix of internal and external resources, and maintain strong customer relationships throughout projects to ensure excellent service.
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13. Input as a team member into NMIS Commercial & Strategic 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.
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14. Engaging in continuous professional development. The ability to support 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.
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## Person Specification

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### 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

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D1 Relevant Professional membership

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### 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

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E3 Experience of working in a research environment, interacting with academics

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E4 Experience of working with industry, working with researchers and manufacturing engineers

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E5 Experience of working with confidential and sensitive information

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### Job Related Skills and Achievements

E6 Experience of working in the area of manufacturing technologies with a good understanding of manufacturing processes

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E7 Strong IT skills including proficiency with MS Office packages

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E8 Ability to clearly communicate information, sometimes of a technical nature, both verbally and in writing to a wide variety of audiences

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### Personal Attributes

E9 Strong organisational skills to manage a busy and changing workload, balance conflicting priorities, and meet tight deadlines while maintaining accuracy and supporting the team's needs

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E10 Engaging and determined with an ability to work on own initiative when required

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E11 Ability to negotiate to achieve productive outcomes, with industry, partners and other stakeholders

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### Other Relevant Factors

D2 Willing to work flexibly and with a customer focused approach

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D3 Experience within the Higher Education sector or similar

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D4 Willing to travel within the UK to support work activity (e.g. project meetings, trade shows, exhibitions, etc.)

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D5 Valid UK driving licence

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## Application Procedure

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Applicants should visit Strathclyde's vacancies portal and complete an online application form including the name of three referees who will be contacted without further permission, unless you indicate 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.

University of Strathclyde encourages the recruitment of disabled and neurodivergent candidates. If you need any reasonable adjustments during the recruitment process, please let us know. You are welcome to submit a paper application or a CV instead of the online application form by contacting us at [humanresources@strath.ac.uk](mailto:humanresources@strath.ac.uk).

## Interviews

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Formal interviews for this post will be held on a date to be confirmed.

The University is a Disability Confident Employer and operates a guaranteed interview scheme for disabled candidates who meet all the essential criteria for the post that they are applying for.

## Other Information

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

Informal enquiries about the post can be directed to Steven Halliday, Head of Business Development and Strategy ([steven.halliday@strath.ac.uk](mailto:steven.halliday@strath.ac.uk)).

## Conditions of Employment

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

## Rewards and Benefits

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Our comprehensive benefits package, including generous annual leave, family-friendly benefits, flexible work options, and a commitment to continuous learning, reflects our appreciation for the valuable contributions of our colleagues.

We understand that each staff member has unique priorities and lifestyles, so our diverse benefits ensure there is something for everyone, details of which can be found on our [Rewards and Benefits webpage](#).

- **Financial Rewards:** We provide attractive financial packages, including competitive salaries, relocation support for employees and a generous pension scheme, with university contributions of 14.5%.
- **Work-Life Balance:** We are dedicated to enhancing healthy work-life balance for our employees. We offer generous annual leave, an additional annual leave purchase option, flexible and agile work arrangements.
  - Annual Leave: Generous entitlement of 31 days, in addition to 11 public holidays and University closure days.
  - Additional annual leave purchase: Option to request purchase of 2 weeks' additional annual leave per year.
  - Flexible and agile working: The University provides flexible work arrangements. You can request arrangements that fit you and your role, such as hybrid, part-time, compressed hours, term-time, adjusted shifts, staggered hours. These requests can be made from the first day of your employment.

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- **Family Friendly Benefits:** We offer a variety of enhanced family-friendly benefits to support our employees in balancing work and family responsibilities. These include Maternity Leave, Paternity/Maternity Support, Adoption Leave, Shared Parental Leave, Parental Leave, Carers Leave and support, Family Friendly Research & Scholarship Leave, and access to our on-campus nursery.
- **Career Development:** Our commitment to personal development is reflected in initiatives such as professional courses, subsidised educational programs, coaching and mentoring, leadership development, secondment opportunities, and access to our library.
- **Health & Wellbeing:** We place high importance on the safety, wellbeing, and health of all our staff and offer discounted Strathclyde Sport membership, an Employee Assistance Programme (EAP), Occupational Health Service, and Cycle to Work scheme.
- **Recognition Awards:** At Strathclyde, we place a strong emphasis on acknowledging and rewarding our staff's commitment and exceptional contributions. This is demonstrated through our Long-Service Awards and our Values-based Strathclyde Medals.

## Probation

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

## Pension

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

## Relocation

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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](#).

## Equality and Diversity

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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](#).

The University currently holds an Athena Swan **Silver award**, recognising our commitment to advancing women's careers in science, technology, engineering, maths and medicine (STEMM) employment in academia.

## University Values

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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.

In delivering **our People Strategy**, we will contribute, act, and make decisions guided by these values.

- **People-oriented:** committed to our staff and students, providing opportunities, and investing in their development.

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- **Bold:** confident and challenging in what we do, and supportive of embracing appropriate and managed risk in our decision-making.
- **Innovative:** focused on discovering and applying knowledge with impact and encouraging creative thinking and new ideas.
- **Collaborative:** working together, with our colleagues and external partners, with integrity and in an open, respectful way.
- **Ambitious:** for our institution, staff and students as well as supporting the ambitions of our partners.



# Conditions of Employment

## Administrative and Professional Services Staff Grades 6 and above

### 1. GENERAL CONDITIONS

Members of staff are subject to the Charter and Statutes and the Ordinances and Regulations of the University, published in the Calendar, and to any amendments or additions thereto approved by the University Court and, in the case of the Charter and Statutes, the Privy Council. Staff are also expected to familiarise themselves with, and adhere to, general University policies and procedures, as published on University web pages.

The University Court recognises Strathclyde University and College Union (SUCU) as the sole body with which it will negotiate and consult on all collective issues concerned with the terms and conditions of employment of Administrative and Professional Services staff in Grades 6 and above. Such terms and conditions may be varied by the University Court after negotiation and consultation with SUCU.

Each member of staff is responsible for the proper performance of allocated duties to the person or persons specified in the member of staff's letter of appointment and any accompanying papers.

The University is committed to ensuring that its business is conducted in an open and transparent manner and will take all appropriate steps to address risks of bribery or corruption. Members of staff are required at all times to act honestly and with integrity and to safeguard the resources for which they are responsible. The University has in place a robust Public Interest Disclosure (Whistleblowing) Policy to enable concerns to be brought to its attention. This is available at [www.strath.ac.uk/policies/](http://www.strath.ac.uk/policies/). Other relevant policies, e.g. Fraud Prevention and Conflicts of Interests, can also be found on the University's website.

Any member of staff may at any time be exposed to commercially sensitive information, information related to potentially valuable intellectual property or information which may otherwise be of a confidential nature. This information, which could be found anywhere in the University, may be written or disclosed orally, can include information of a commercial or technical nature, and may be owned by the University or by third parties. The University requires all employees to keep any such information confidential in the first instance and not disclose, publish or otherwise disseminate it without prior consent of the University. Such confidentiality obligations are commonplace and in the commercial interests of the University. When in doubt advice should always be sought from Research and Knowledge Exchange Services prior to disclosure.

The University operates probationary periods for new staff, the duration of which will be specified in individual letters of appointment. The normal probation period for posts in this staff category is 9 months for those at grades 6 and 7, and 12 months for grades 8 and above. Further guidance on probationary procedures is published at [www.strath.ac.uk/staff/policies/hr](http://www.strath.ac.uk/staff/policies/hr).

Further information on the terms and conditions specified in this document and other staffing policies and procedures can also be found at [www.strath.ac.uk/staff/policies/hr](http://www.strath.ac.uk/staff/policies/hr).

### 2. SALARY

Appointments are made at an appropriate salary point on the University's grading structure, with initial placing determined according to qualifications and experience. Increments are paid to staff on 1 April each year, when the employee has a minimum of 6 full months of service at the appointed grade, allowing progression to the next point on the salary scale until the top guaranteed point of the scale is reached.

Arrangements in relation to overtime, additional hours, non-standards and on-call working are published at [www.strath.ac.uk/staff/policies/hr](http://www.strath.ac.uk/staff/policies/hr).

Salaries are paid directly to staff members nominated bank account, normally on the second last working day of the month.

### 3. HOURS OF WORK

The normal working week is 35 hours. Unless otherwise indicated in an individual's letter of appointment, the normal hours are 9.00am to 5.00pm Monday to Friday with a one hour lunch break. Certain members of staff may be required to work some hours outwith this normal pattern and this should be agreed locally.

Overtime rates do not apply to staff grades 6 and above. Where a Head of Department/School/equivalent requests additional work, above the standard working week to meet the particular requirements of the Department, equivalent time off in lieu may be granted by prior agreement.

### 4. HOLIDAYS

Annual leave entitlement is 31 days per year to be taken by agreement with the line manager. For staff members working on a part-time basis, holidays will be calculated on a pro-rata basis.

In addition to annual leave there is an entitlement to 11 public holidays per year which should be taken on days that the University is closed for this purpose. The University presently closes for 4 additional days over the Christmas and New Year period. **These additional days count against the annual leave entitlement.**

For staff members working on a part-time basis, public holiday entitlement will be calculated on a pro-rata basis.

Annual leave and public holiday entitlements should be taken in the leave year to which they relate. Up to 5 days leave can be carried forward into the new leave year subject to line management agreement. In exceptional circumstances, Heads of Department/School/equivalent may approve carry forward of accrued annual leave in excess of 5 days.

The University's expectation is that staff take all accrued holidays prior to their termination date. If staff have exceeded their entitlement the University will deduct an equivalent number of days pay from final salary payments.

## 5. SICKNESS ABSENCE

During any period of absence through illness or injury provided the appropriate notification and certification procedures have been followed the University will pay a member of staff (having taken account of the aggregate of all periods of absence due to illness during the twelve months immediately preceding the first day of the current absence) as follows:

<b>Period of Continuous Employment at start of absence from work</b>	<b>Full Pay</b>	<b>Half Pay</b>
Less than 1 year	1 month	1 month
1 year but less than 2 years	2 months	2 months
2 years but less than 3 years	4 months	4 months
3 years but less than 5 years	5 months	5 months
5 years or more	6 months	6 months

In order to manage the University's sick pay scheme the University requires to maintain sickness absence records on individual members of staff. When making payments after the expiry of statutory sick pay the University will deduct an amount equivalent to any benefit normally payable by the Department of Work and Pensions. For full details on the general University policy in this area please refer to the Sickness Absence Management Policy at [www.strath.ac.uk/staff/policies/hr](http://www.strath.ac.uk/staff/policies/hr).

## 6. PENSIONS

If you are under age 75 at the date your appointment commences you will automatically become a member of the pension scheme operated by the University — the Universities Superannuation Scheme (USS). You will be admitted to the career revalued benefits scheme called the USS Retirement Income Builder; the contribution rate that currently applies is 6.1% of pensionable salary. A threshold applies to the maximum salary that counts towards the USS Retirement Income Builder. The current threshold from 1 April 2025 is £71,484 per year. Contributions based on salary above the monthly equivalent rate of the threshold are paid to the defined contribution section of the scheme called the USS Investment Builder. Please use the following link to access information, including the USS Member Guide: <https://www.uss.co.uk/for-members/youre-a-new-joiner>. The scheme booklet is called 'Your Guide to the Universities Superannuation Scheme'.

The University operates a salary exchange arrangement, Pensions Plus, for members of the USS. Pensions Plus enables pension contributions to be made in a manner so that both employees and the University can benefit from available National Insurance Contribution savings. You will be automatically included in Pensions Plus, provided it does not adversely affect your take-home pay or your ability to claim certain state benefits. If your earnings fall below the Pension Plus pay protection limit you will be opted out of Pension Plus. This will not affect your membership of the USS.

New members of staff may opt out of USS within three months of taking up appointment and will then be treated as if they had never been a member of the scheme. After three months members of staff who wish to withdraw from USS during their employment will be required to give a minimum of 28 days' notice in writing to the University. Any member of staff who wishes to opt out should contact the Pensions Section, Finance, in the first instance ([pensions@strath.ac.uk](mailto:pensions@strath.ac.uk)). Please note that if you are a member of Pensions Plus and withdraw from USS with less than two years of membership, or cease employment with the University and have less than two years of USS membership, the option of a refund of pension contributions will not be available to you. Instead, USS must provide you with a pension benefit that is payable from your Normal Pension Age. Regardless of whether you participate in Pensions Plus, if you are a member of the pension scheme for two years or more you are not entitled to a refund of pension contributions on leaving the scheme, you will be entitled to a pension benefit.

The University reserves the right to alter or withdraw Pensions Plus as it sees fit or as required to comply with legislative changes. Withdrawal or amendment of Pensions Plus will not affect your membership of USS. If you do not wish to participate in Pensions Plus but wish to remain in

the pension scheme please contact the Pensions Team who will provide you with a non-participation form.

Information regarding pension scheme membership can be found on the [Pensions SharePoint \(staff login required\)](#). Full information regarding USS can be found on the USS website – [www.uss.co.uk](http://www.uss.co.uk).

## 7. PLACE OF WORK AND RESIDENCE

Members of staff will be based on the John Anderson Campus, unless otherwise stated in the letter of appointment. The Department/School in which the post is initially placed will be specified in the letter of appointment although there will be an expectation to work at such other places as required in the course of employment.

If the need arises for members of staff to work outside the UK for a period (or periods) of more than one month then such arrangements will be subject to mutual agreement. Members of staff would then be provided with a statement in advance setting out the terms covering such periods of employment.

The University does not normally place specific restrictions upon the place of residence of members of staff. All staff are, however, expected to reside in a location which is compatible with the satisfactory fulfilment of all the duties associated with their appointment.

## 8. CONSULTANCY/FURTHER ACTIVITIES

To support the strategic objectives of the University and to facilitate individual professional development, the University encourages staff to engage in professional activities with outside bodies related to their field of work. In many cases, such activity will be approved on the basis that it represents University knowledge exchange activity and should therefore be treated as part of the individual's overall workload and managed through the University's systems. It is also recognised that there will be some cases where an activity is entirely separate from the University and should thus be notified/approved as a personal business activity. For further information please refer to the "University Procedure in relation to Work for Outside Bodies including Consultancies", which forms part of the employment contract and can be accessed at [www.strath.ac.uk/staff/policies/hr](http://www.strath.ac.uk/staff/policies/hr).

## 9. DISCIPLINARY AND GRIEVANCE PROCEDURES

Further information on the University's disciplinary and grievance procedure can also be found at [www.strath.ac.uk/policies/hr](http://www.strath.ac.uk/policies/hr) or on request from Human Resources.

## 10. NOTICE AND TERMINATION

The employment of a member of staff is terminable by at least three months in writing, on either side; except during probationary period when the notice period is one month. If notice is being given by a member of staff earlier release may be granted if this can be arranged without detriment to the work of the department or area. If the appointment is for a fixed term it will expire at the end of the period without the necessity for notice. Fixed term contracts may be terminated by either party short of the expiry date by the serving of one month's notice in writing. The University is not obliged to continue a fixed term appointment beyond the employment period. For employees appointed above Grade 10, the notice period for both the employer and employee will be 6 months, except during the probationary period when a one month's notice period will apply. One month's notice will also apply for fixed term contracts terminated short of the expiry date.

Revised April 2025