



**Coventry University Enterprises Ltd.**

**1. JOB INFORMATION**

Post Title: **Business Delivery Manager - RECREATE**  
Grade: **Professional / Managerial Band 3**  
Salary: **£36,635 - £40,944 per annum**  
Mode: **Full Time, Fixed Term Contract until May 2023**  
Ref No: **CUEL000044**

This post is part funded by the INTERREG programme.

**.1 Purpose**

To develop and deliver project activity funded by the INTERREG programme of the European Commission under the European Regional Development Fund.  
To develop relationships with new and existing partners. To coordinate the input and delivery of the partners.

**.2 Main Duties and Responsibilities**

**Business Development**

- Work collaboratively with colleagues across CUE, the University Group, and with external partners to develop and deliver business support and research projects efficiently.

**Building Relationships**

- Work directly with the staff of funders, project partners and networks, business support agencies and clients, to ensure project financial and business support deliverables are achieved.
- Develop relationships with public and private sector intermediaries and clients to secure continued support activity to achieve the clients objectives.
- Work collaboratively with other project teams across the university group to bring relevant additional and alternative support to clients.
- Represent CUE Ltd and the Group at internal and external meetings and events.

**Project Delivery**

- Plan and undertake activities to acquire clients who can benefit from funded projects, completing triage/diagnosis to ensure business support is tailored to the client needs.
- Develop and deliver client engagement activities including, direct and digital marketing, events, missions, brokerage events, including events outside normal working hours.
- Undertake company consultations to clients and prospects, providing the necessary follow-up reports and actions.
- Develop and manage the delivery of funded projects to meet client and/or funder requirements to achieve project outputs and CUE financial compliance.

- Supervise external and internal suppliers to projects to ensure contracted deliverables are achieved.
- Provide management information both financial and administrative that is accurate and timely.
- Undertake market, desktop and project specific research to support achievement of project and CUE goals.
- Complete contract documentation, for approval by company signatory, to engage clients for funded and commercial projects.
- Plan and organise project specific events and meetings, including overseas when appropriate, plan and attend overseas project meetings.
- Act as first point of contact for prospective clients and clients, dealing with requests directly when possible and signposting to other staff / organisations when necessary.
- Produce reports as required by CUE, the funding bodies, the projects and clients in a timely manner.
- Develop presentations on project issues as required by CUE, the University Group, and the funder.

### **Compliance**

- Undertake financial systems support to projects including day to day monitoring of income and expenditure, administration of procurement and billing activities, budget tracking needed to maintain effective project contract control, and CUE reporting requirements.
- Ensure all activities related to the projects comply with the requirements of the funder.
- Maintain project client monitoring systems needed to maintain effective day to day delivery of projects and goals.
- Operate and maintain systems that hold external company and personal data to comply with the University Group data protection policies.
- Ensure procurement activity is carried out according to University, CUE and funding body rules.
- Produce all contractual reports required by the client and/or funding body on time and to the required standard.

### **General**

- Demonstrate the behaviours required of the role within a professional support organisation
- The designation 'Senior' is also available for this role where appropriate to experience and level of responsibility.
- Carry out such other duties as are within the scope and the spirit of the job purpose, the title of the post and it's grading.

## **.3 Supervision Received**

Operations and Development Manager.

**.4 Supervision Given**

Colleagues, partners and others where the project is the lead organisation,  
Project Support Officers.

**.5 Contacts**

External funding and business support network organisations locally, nationally and internationally.  
Project partner organisations.  
Colleagues in related areas of interest across the University Group.  
Clients and staff of private sector organisations.  
External advisors and contractors.  
External funding bodies.

### 3. PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	ADVANTAGEOUS
<b><i>Education/ Qualifications</i></b>	Educated to degree level or equivalent.	Post Graduate qualification in a relevant discipline.
<b><i>Experience (Paid and Unpaid)</i></b>	<p>Knowledge of one or more relevant industrial sectors or markets.</p> <p>Current experience of project management.</p> <p>Knowledge of processes and requirements for the management of UK EU and other publicly funded projects.</p> <p>Experience of managing client relationships and business diagnostics. Marketing and selling skills.</p> <p>Knowledge of regional development challenges.</p> <p>Managing project finances.</p>	<p>Current working knowledge of relevant funding bodies.</p> <p>Experience of the strategic planning, delivery and promotion of business support schemes.</p> <p>Working Internationally.</p> <p>Experience of working in commercial consulting and/or provision of business support.</p>
<b><i>Research/Publications Special Interests</i></b>	Experience of research methodologies, collecting and analysing data, preparing reports and publications.	Special interest in specific area aligned to CUE plans.
<b><i>Job-related skills/ Aptitudes</i></b>	<p>Ability to work on own initiative whilst contributing as a member of a team.</p> <p>Ability to communicate effectively both orally and in writing.</p> <p>Presentation skills.</p> <p>The ability to network independently to identify opportunities and develop relationships nationally and internationally.</p> <p>Responsive to client needs.</p> <p>Ability to work under pressure.</p>	Fluency in non-native languages.
<b><i>Interpersonal Skills</i></b>	<p>Open to collaboration with colleagues across the group.</p> <p>Ability to work under pressure. To be personally well organised and able to prioritise workload.</p> <p>To be flexible in approach to working hours.</p>	

<b><i>Other Requirements</i></b>	Full driving licence. Capability and willingness to travel overseas.	