

## Employee Specification

JOB TITLE: <b>Head of Business Development and Innovation</b> DIRECTORATE: <b>Enterprise and Skills</b>		LOCATION: <b>Cross Campus</b>
FACTOR	ESSENTIAL	DESIRABLE
Qualifications and Training	<ul style="list-style-type: none"> <li>• Relevant degree qualification or equivalent</li> <li>• Relevant, current CPD</li> </ul>	<ul style="list-style-type: none"> <li>• Post graduate/masters qualification</li> </ul>
Work Experience	<ul style="list-style-type: none"> <li>• Proven track record in successful commercial and business development</li> <li>• Experience of developing strategies and plans to deliver targeted results and outcomes</li> <li>• Experience of generating and devising activity for commercial income generation</li> <li>• Significant experience of networking and B2B activity</li> <li>• Experience of managing projects</li> <li>• Credibility when collaborating with colleagues, clients and partners</li> <li>• Significant experience of line managing staff, developing and leading a wide-ranging sector</li> <li>• Experience of evaluating and developing appropriate operational plans and improvement targets to meet strategic priorities</li> <li>• Experience of developing and deploying staff effectively and efficiently</li> <li>• Robust financial expertise with experience of managing budgets and regulating spend effectively</li> <li>• Experience of consistently managing and monitoring performance, reporting and meeting activity and financial targets</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of leading and managing quality enhancements and innovation</li> </ul>

	<ul style="list-style-type: none"> <li>• Significant experience of working with external agencies, employers or local partnerships</li> </ul>	
Knowledge and Skills	<ul style="list-style-type: none"> <li>• Ability to write compelling proposals and business cases</li> <li>• Excellent networking, interpersonal, and influencing skills</li> <li>• Ability to establish and developing effective relationships with internal and external stakeholders</li> <li>• Ability to analyse complex issues at a strategic level</li> <li>• Skills in developing effective team-working, supporting and motivating staff and enhancing a positive culture</li> <li>• Knowledge of and ability to use IT and Microsoft packages</li> <li>• Understanding of relevant legislation, including Health and Safety, EDI, data protection, etc.</li> <li>• Adept at dealing with conflict and challenges to produce a positive outcome</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of recent priorities and developments in the College Sector</li> <li>• Knowledge and application of quality frameworks and procedures</li> <li>• Knowledge of national educational priorities and relevant initiatives</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>• Solutions focussed with a positive “can do attitude”</li> <li>• Self-motivated and able to work on own initiative</li> <li>• High level of professional integrity</li> <li>• Team player and positive role model</li> <li>• Able to prioritise and organise workload effectively</li> <li>• Flexible and adaptable in approaches and able to respond to ever changing demands and environments</li> <li>• Emotional intelligence – calm in face of adversity and able to work in a demanding and fast paced environment</li> <li>• Creative problem solver</li> <li>• Innovative approach to work</li> </ul>	

Other	<ul style="list-style-type: none"><li>• Able to travel across campuses</li><li>• Current valid passport</li><li>• Willing to undertake International travel if required</li><li>• Willingness to attend evening events/meetings to represent the College</li></ul>	<ul style="list-style-type: none"><li>• Full driving licence and access to a car</li></ul>
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