

**University of Derby Job Description**

# **Job Summary**

## **Job Title**

Head of Business Engagement and Employability

## **College/Department**

Business Engagement and Employability

## **Location**

Kedleston Road, Derby

## **Job Reference Number**

0688-21

## **Salary**

£69,198 to £93,030 per annum

## **Reports To**

Provost, Innovation and Research

## **Line Management Responsibility**

Yes

# **Job Description and Person Specification**

## **Role Summary**

Reporting into the Provost for Innovation and Research, the Head of Business Engagement and Employability is a senior academic leadership role with the responsibility for driving the University’s strategy for business engagement and employability.

This is a University-wide role, drawing together stakeholders from across both academic and support functions within the University, as well as external partners, in order to realise the University’s strategic Research goals. The post-holder will also deputise for the Provost for Innovation and Research, representing the Provost where required and leading the wider Innovation and Research function on occasions of the Provost’s absence.

As a member of the University’s Delivery and Operations Group the role holder will also support the delivery of the University’s wider strategic framework and objectives.

## **Principal Accountabilities**

* Lead on all aspects of Business Engagement across the University, influencing Colleges and departments to engage internal stakeholders.
* Develop, implement and lead a sector leading business engagement unit in the institution that will ensure there are the quantity and quality of relationships to achieve our strategic ambitions in REF, KEF and TEF.
* Identify and develop business engagement and employability strategies for the University that align to our strategic framework and the relevant ISMs.
* Ensure operations are in place that supports colleges and departments to deliver business engagement and employability activities in line with the strategy.
* Identify strategic opportunities to increase business engagement and influence the wider university to engage and develop these opportunities.
* Lead the establishment, development and ongoing liaison with key strategic partners regionally, nationally and globally to deliver increased sponsorship to the University to result in the achievement of ambitious targets for growth of income from business sources
* Provide senior representation for the University in discussions with business, promoting the University to external funders and stakeholders (including individuals at Board and other senior levels) and acting as the key contact for business stakeholders in their engagement with the University.
* Provide expert guidance and analytics which support the generation of new opportunities for engagement with business
* Lead the implementation of systems and process, including CRM, to ensure efficient and effective business engagement operations.
* To support and develop seamless support services for business engagement through effective coordination and optimised business processes across the University’s Professional Services (including links with the Directorates of Finance, Student Experience, Legal Services, etc).
* Provide professional advice and contribution to appropriate committees and academic colleagues to enhance business engagement and employability.
* Provide motivational leadership, line management and development for staff in areas of responsibility, ensuring that local strategic and operational plans are aligned to the University’s strategic framework and corporate objectives
* Provide leadership managerial oversight of the Business Engagement Unit, ensuring the team supports the University in engagement with employers and key stakeholders regionally and nationally.
* Provide leadership and managerial oversight of the University’s Careers and Employability team ensuring students and graduates have developed the appropriate employability skills and gained transformational experiences to make them competitive in the employment market.
* Chair or take a prominent seat on a range of internal and external committees, Councils and boards relating to the Business Engagement and Employability strategies.
* Ensure efficient and effective systems and processes which support a high performance culture operate throughout areas of responsibility. Ensure that objectives and outcomes can be measured and monitored, emphasising direct links to the University’s success measures.
* Ensure that diversity and inclusion are integral to the culture and activities in areas of responsibility and across the University.

## **Person Specification**

### **Essential Criteria**

#### **Qualifications**

* Professorial or equivalent standing, with an academic profile and research track record commensurate with a senior academic leadership post
* Good degree and PhD or equivalent
* Evidence of relevant continuous professional development and active memberships or affiliations with relevant external associations or networks

#### **Experience**

* Extensive experience of operating strategically at senior management level within a Higher Education environment
* Experience of leading teams and of engaging and inspiring peers and senior stakeholders outside your direct area of influence
* Experience of leading business engagement activity across a large institution involving academic stakeholders
* Experience of developing and embedding careers and employability strategies in Higher Education
* Experience of leading policy developments and operationalising them into tangible actions
* Significant track record of income generation and delivery
* A proven ability to deliver against financial income generation targets
* Strong business and commercial acumen and track record of working with industry and commerce
* Ability to manage resources against a budget and targets and to create and deploy strategic business plans

#### **Skills, knowledge & abilities**

* Well-developed inspirational leadership, influencing and people management skills**.**
* Knowledge of Graduate Outcomes, OfS and current policy related to careers and employability in Higher Education
* A good understanding of the working of higher education institutions (across School, College and Institutional levels where appropriate), the opportunities for business engagement across all aspects of the University’s mission, and the nature of academic drivers/priorities and their variance between disciplinary contexts
* Excellent negotiation skills and proven ability to influence colleagues throughout the organisation
* Proven ability to build effective relationships with staff at all levels, including establishing and maintaining the confidence of senior academic colleagues and external stakeholders
* Knowledge of a wide portfolio of funding sources and how to access them
* Comprehensive understanding of the current issues and future developments related to Business Engagement and Employability, with awareness of key upcoming challenges and opportunities
* Excellent verbal and written communication, with the proven ability to develop high quality, audience appropriate written papers and strategies
* Ability to interpret complex policy documents and technical guidance, including financial guidance, and assess its impact on the University
* Good strategic, analytical and critical thinking
* Project management skills
* Agility and resilience necessary to deal with demanding workloads and deadlines

#### **Business requirements**

* An understanding of and commitment to Equal Opportunities and the ability to embed this in day-to-day activity
* Willingness and ability to travel and work outside of normal working hours if necessary

### **Desirable Criteria**

#### **Experience**

* Track record of working with local government and the region
* Previous commercial experience, including intellectual property protection and exploitation

#### **Skills, knowledge and abilities**

* Knowledge of audit and financial compliance and audit issues/risk associated with external funding
* Ability to develop and maintain networks and professional relationships at a senior level
* Well-developed IT skills particularly MS Office applications

# **Benefits**

As well as competitive pay scales, we offer generous holiday entitlement. We also offer opportunities for further salary progression based on performance, and the opportunity to join a contributory pension scheme.

The University of Derby is committed to promoting equality, diversity and inclusion. However you identify, we actively celebrate the knowledge, experience and talents each person brings

For more information on the benefits of working at the University of Derby go to [the Benefit pages of our website.](https://jobs.derby.ac.uk/display.aspx?id=1912&pid=0&tabId=230)