

JOB DESCRIPTION

Post Title:	Director of Business Development
Post Reference:	
Department:	Business Development
Responsible to:	Chief Financial Officer

Overall Purpose of the Role :
(Summarise the key responsibilities to achieve the overall purpose of the role and attach the organisational chart appropriate to the area)

The Business Development Director will provide vision and leadership to the Business Development Team with the aim of achieving increased growth in the full range of the College's commercial revenues.

Working with colleagues across the College, the Director will focus on commercial income generation by identifying, developing and exploiting business opportunities. This will include identifying commercial income streams, building partnerships, delivering targeted growth in the College's work with employers, funding bodies and other partners.

The Director will explore the potential for Fife College to develop revenue generating international activities, and if appropriate prepare a business plan to support the College in breaking into new markets.

By developing a deep understanding of the Fife and wider Scottish economy, the Director will identify funding opportunities that the College could exploit by using its academic knowledge and expertise and its links with business and universities.

The Director will oversee the College's Carnegie Conference Centre and will lead in the development of the Innovation Hub which will be established within the College's new Dunfermline Learning Campus. The Director will work closely with academic colleagues, the Chief Financial Officer, the New Campus Project team and our university and business partners and lead on the development, launch and future success of the Innovation Hub.

Key Responsibilities
(Detail the key responsibilities and activities to ensure the overall purpose of the role is achieved)

1. Provide strategic leadership of the Business Development Team to foster excellent relationships with all stakeholders to secure connected, value added partnerships and realise exponential growth in commercial revenues.
2. To work closely with the Faculty Directors to ensure connection of commercial revenue generation opportunities within curriculum planning and ensure quality of provision.

3. Provide feedback, challenge and support to Curriculum Areas to ensure that the curriculum exploits fully the opportunities for growing revenues and is responsive to the needs of our customers and other stakeholders.
4. To work with the Faculty Directors to oversee and deliver the College Employer Engagement Strategy. Supporting the development of new offerings to key market sectors and overseeing the translation of business proposals into successful delivery.
5. With the Chief Financial Officer and the Faculty Directors agree income targets for commercial income streams, creating relevant product portfolio offerings aligned to business needs and sales plans to achieve targets set.
6. Ensure appropriate arrangements are in place to provide accurate and informative Business Development reports to College Leadership Team, the Board and relevant Committees.
7. Be up to date with key developments and government priorities in the learning and skills sector and across wider external environments, and translate these in meaningful strategies to ensure the College capitalises on opportunities arising from them.
8. Demonstrate and share an excellent knowledge of skills policy changes and relevant funding streams to proactively create partnerships and proposals to target available funding and are able to respond swiftly to a dynamic environment.
9. To support the provision of labour market information, demographic and skills shortage/skills gap to the College Leadership Team to facilitate and support effective curriculum planning.
10. Provide strategic management of the Carnegie Conference Centre activities which enhance the College connections with Businesses and wider stakeholders groups.
11. Lead on the achievement of income targets for the Carnegie Conference Centre and provide a clear plan of the future offering and operation of the Innovation Hub within the new Dunfermline College Campus.
12. Working closely with the Head of Marketing maximise business development opportunities and recruitment, through the development of events and marketing materials which raise the profile and promote the College's offer across all social and business communities.
13. To manage the Business Development and Carnegie Conference Centre budgets.

Key Contacts/ Relationships

(Detail the internal and external contacts and relationships)

External contacts include local and national employers, contracting bodies, skills networks, universities, local authorities, other colleges and potential partners and clients, in Fife and elsewhere in the UK and overseas.

Internal contacts include Principal, Vice Principals, Assistant Principals Director of Faculties, Heads of Department, Curriculum Managers, teaching staff, support staff based in departments and Finance team members.

Generic Information to all Roles

The responsibilities described within the job description are not intended as exclusive or exhaustive. They are to highlight the major tasks and duties of the role and the post holder may be required to undertake other duties that are consistent with the overall purpose of role.

It is expected that every job description will be subject to an annual review or after six months of appointment. In addition, posts may be reviewed where there is a change in the requirements of the college as detailed in the Managing Organisational Change Policy and Procedure.

It is expected that postholders will understand the policies and procedures within Fife College, particularly where those relate to equality and diversity, health and safety and safeguarding.

Every member of staff is expected to be a role model to others within the College and those they encounter in the course of their duties upholding the College's values.



PERSON SPECIFICATION

POST: Director of Business Development

CRITERION	ESSENTIAL	METHOD OF ASSESSMENT	DESIRABLE	METHOD OF ASSESSMENT
Education and Qualifications	Educated to degree level or with demonstrable relevant professional experience	Application Form	Management qualification	Application Form
Experience	<p>Proven successful business development track</p> <p>Knowledge and experience of funding streams in the education and skills sector.</p> <p>Proven experience of successful working with employers and leading business to business activity.</p> <p>Proven experience of driving innovative quality improvements based on comprehensive customer feedback mechanisms.</p>	Application Form/Interview	International business development ideally relating to the provision of training services	Application Form/Interview

	<p>A good knowledge of local partners and key stakeholders with knowledge of their priorities and needs that will enable productive and collaborative relationships</p> <p>Effective management of business development team</p> <p>Experience of developing strategies and plans to deliver targeted results and outcomes</p> <p>Experience of managing budgets</p> <p>Experience of successful partnership working, including for example, with HEIs, businesses, funders, local or national government</p> <p>Able to develop and present Business Proposals including risk management strategies for commercial projects.</p> <p>Awareness of local, regional, national and international priorities</p>			
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<p>Skills/ Attributes</p>	<p>Ability to network and influence key partners through positive interactions to develop collaborative working relationship with partners, and colleagues.</p> <p>Strong people skills, with the ability to challenge and encourage others, building teams which are courageous and able to take risks to innovate.</p> <p>Ability to write compelling proposals and business cases</p> <p>Persuasive presenter and negotiator</p> <p>Credibility when working with senior staff in clients and partners</p> <p>Calm under pressure and able to support and enthuse colleagues, partners and customers alike</p> <p>Ability to analyse different sources of information and make clear recommendations based on sound analysis</p> <p>Ability to manage competing demands and effectively organise and prioritise work load</p>	<p>Application Form/Interview</p>		
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	<p>Ability to work flexibly in line with the needs of the business</p> <p>Attention to detail and deliver within tight timescales</p>			
Any Other Relevant Criteria	<p>The role will require frequent travel in Fife and elsewhere, including the need for international visits as necessary</p> <p>Full driving licence</p>	Application Form/Interview		