



Coventry University Enterprises Ltd.

JOB INFORMATION

Post Title: Business Adviser
Grade: Professional / Managerial Band 2
Salary Range: £33,535 – £36,678.
Mode: Full Time
Ref No:

Purpose

To deliver specialist client advice, consultancy and business support to assist clients to achieve their innovation based growth objectives including internationalisation through funded projects.

To identify suitable SMEs, to undertake in depth analyses and diagnostics with them and to design and deliver bespoke packages of support.

To develop and deliver commercial consultancy and advice opportunities

Main Duties and Responsibilities

1. Project and Contract Delivery

- Provide specialist business support advice, training, coaching and supporting materials to commercial clients and clients of regional projects contracted to CUE Ltd.
- Plan and deliver group workshops to commercial clients and clients of regional projects contracted to CUE Ltd.
- Provide all necessary management information both financial and administrative to enable project managers to maintain effective control of projects.
- Contribute to all contractual reports required by the funding agencies on time and to the required standard.
- Prepare regular reports and supporting materials and deliver presentations for the management group of CUE Ltd.
- Support all staff in the delivery of contract outcomes.
- Validate and warrant the technical input from external partners and suppliers when necessary to ensure project deliverables and client satisfaction are achieved.
- Work collaboratively with colleagues across CUE, the University Group, and with external partners to deliver funded and commercial business support and research projects efficiently.

- Ensure that all necessary management information both financial and administrative is maintained, to keep effective control of contract delivery and achieve contract outcomes.
- Ensure own technical knowledge is kept up to date through regular Continuous Professional Development (CPD) and deliver CPD sessions to other advisers, and external and internal groups.
- Plan and undertake activities to acquire clients who can benefit from funded projects, and commercial services, completing triage/diagnosis to ensure business support is tailored to the client needs.
- Undertake company consultations with clients and prospects, providing the necessary follow-up reports and actions.
- Supervise as required external and internal advisers to projects to ensure contracted deliverables are achieved.

2. Building Relationships

- Work directly with funders, project partners and networks, groups representing business, support agencies and clients, to influence, advise and keep abreast of developments in their sectors and areas of own specialism.
- Develop and sustain relationships with commercial clients to secure continued support activity to achieve the clients objectives.
- Work collaboratively with other project teams across the university group to bring proposals and relevant additional and alternative support to clients.
- Represent CUE Ltd. and the wider University Group at meetings, seminars and other external events both in the UK and overseas.

3. Business Development

- Develop and manage the acquisition of commercial consulting and funded projects to meet client and/or funder requirements to achieve project outputs and CUE financial requirements.
- Support the development of the portfolio of CUE activity focussed on business innovation and growth.
- Identify and commercially exploit opportunities to support policy makers, funding commissioners and commercial clients.
- Win and deliver consulting and research contracts from public and commercial organisations.
- Write client proposals ensuring technical content is accurate and support business development activity through contributing to the writing of bids and tender responses to secure funding for research / project activities and commercial contracts.
- Work collaboratively with colleagues across CUE, the University Group, and with external partners to transform ideas into proposals to develop, acquire funding for, and deliver business support and research projects.

4. Compliance

- Ensure advice given is clear, accurate and up to date.
- Ensure all activities related to projects comply with the requirements of the funder.
- 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.
- Operate and maintain systems that hold external company and personal data within the University Group Data protection policies.

5. General

- Input to the development and implementation of the strategic plan and future direction of CUE Ltd.
- Demonstrate the behaviours required of the role within a professional support organisation.
- Carry out such other duties as are within the scope and the spirit of the job purpose, the title of the post and its grading.
- Senior and Principal designations for specialist business advisers also exist for those taking leadership roles and/or lead technical roles in a specific discipline.

Supervision Received

Senior Business Advisers
Deputy Director, CUE Ltd.
Operations and Delivery Managers.

Supervision Given

Other internal and external business advisers when acting as lead adviser to a client.
Project delivery staff when required.

Contacts

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

3. PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	ADVANTAGEOUS
<i>Education/ Qualifications</i>	Educated to degree level standard and/or able to demonstrate substantial experience and competence in area of specialist expertise	Membership of an appropriate professional body
<i>Experience (Paid and Unpaid)</i>	<p>Experience of providing advisory services to business in area of own expertise</p> <p>Current experience of Project delivery</p> <p>Knowledge of business support schemes both at regional and national levels</p> <p>Experience of the strategic planning, delivery and promotion of business support schemes</p>	<p>Understanding of technology and knowledge transfer from Universities to business.</p> <p>Training development and delivery</p> <p>Working on publicly funded projects</p> <p>Experience of delivering innovation support to SMEs</p>
<i>Job-related skills/ Aptitudes</i>	<p>The ability to develop and manage relationships with businesses to assist them to identify and achieve their strategic development goals</p> <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. Presentation skills – planning, facilitating and presenting at seminars, workshops and conferences</p> <p>Consummate networker.</p> <p>Excellent influencing skills</p>	
<i>Interpersonal Skills</i>	<p>To be personally well organised and able to prioritise workload.</p> <p>Ability to share knowledge and work with others for the benefit of clients and CUE.</p>	
<i>Other Requirements</i>	To be flexible in approach to working hours.	

	Full driving licence and use of a car. Capable of and willing to travel overseas.	
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