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**MOULTON COLLEGE – JOB DESCRIPTION**

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**Job Title:** Business Development Manager

**Department:** Commercial

**Hours:** 37.5 hours per week. Weekend and evening working may be required when business needs demand.

**Responsible to:** Director of Apprenticeships

**Reports:** Head of Apprenticeships & Employer Engagement

Business Development Manager

**Salary / Scale:** Circa £32,000.00 per annum (negotiable dependent on skills and experience.

**Date of Issue:** June, 2022

**Organisation Chart:**

Principal / Chief Executive

Director Apprenticeships

Business Development Manager

Head of Apprenticeships & Employer Engagements

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**1.0 Aims & Purpose of the Post**

1.1 To grow the Apprenticeship and commercial revenue at the College and lead on developing new employer related opportunities across the College.

1.2 To take responsibility for the business development activity within the College optimising income generation through apprenticeships, full cost recovery work, short course provision and commercial activity.

1.3 To work with the Commercial Managers in growing the range of commercial opportunities for the college.

1.4 To be responsible for customer care, customer accounts, customer engagement, and full cost/short course development and delivery.

**2.0 Specific Responsibilities**

**Strategic**

2.1Design and develop the College’s commercial strategies, lead their delivery, in line with legislation, risk, compliance, etc. in order to ensure effective services are provided.

**Employer Engagement**

2.2 Lead on developing the business skills advisory groups for employers, ensuring that we are continually shaping the College’s future curriculum offer with stakeholders in mind.

2.3 Work in partnership with Curriculum Teams to develop, deliver and monitor programmes to meet employer needs.

2.4 Take the lead new initiatives linked to employer engagement and pertaining to opportunities aligned to governmental funding streams.

2.5 Take an active role in the development of new funding streams for the College.

2.6 Develop and build on existing links with employers to ensure the College is key to the success of the business community.

**Commercial**

2.7 Be proactive and reactive to identify commercial business opportunities for the College, and realise targets as agreed with the senior leadership team.

2.8 To act as Key Account Manager for corporate clients.

2.9 Develop and maintain a commercial framework that ensures the College is able to take advantage of opportunities to generate additional revenue and maximise resource utilisation alongside its curriculum obligations.

2.10 To identify and utilise entrepreneurial skills in order to realise additional funding at the College.

2.11 Work with other managers to achieve agreed commercial revenue targets and other key performance targets.

**Apprenticeships**

2.12 Work with the head of apprenticeships to ensure the Apprenticeship infrastructure is fit for purpose and engaging employers and prospective students.

2.13 Follow up and secure Apprenticeship opportunities, liaising with heads to produce costing models and ensure the College is fully compliant.

**General Responsibilities**

2.14 To be an active member of the College Leadership team, promoting and embracing the College Mission, Vision and Values.

2.15 To represent the College at operational group meetings.

2.16 Provide regular, reliable management information.

2.17 Represent the College at external events and carry out presentations as and when required.

2.18 Work collaboratively with colleagues, building relationships, and providing support and constructive challenge, to ensure the College operates in the most productive and effective way.

2.19 Support colleagues to enable continuous organisational improvement, effectiveness and efficiency and the high productivity of the College’s enterprises.

2.20 To exercise budgetary control ensuring budgets are adhered to, income targets and margins achieved and adhere to financial regulations as required.

2.21 Attend day and evening meetings, etc. considered to be of benefit to the College and the individual.

2.22 Participate in weekend and evening duty rota’s as required.

2.23 Demonstrate fully and at all times the generic competencies and professional behaviours expected of all staff employed by Moulton College.

2.24 To promote and adhere to the College’s Safeguarding Policies and Procedures.

2.25 To promote and adhere to the College’s Health & Safety Policies and Procedures.

2.26 To manage student conduct in accordance with College policies.

2.27 Promote the welfare of young people and vulnerable groups in all aspects of College life and to ensure safeguarding arrangements are adhered to at all times.

2.28 The active promotion of and commitment to best practice in equality, diversity & inclusion.

2.29 Contribute and demonstrate fully and at all times the positive promotion and role modelling of the College core values, generic competencies and professional behaviours expected of all staff employed by Moulton College.

2.30 Undertake any other duties as required by the Principal and as may be reasonably expected commensurate with the post. This may include either the temporary or permanent re-deployment to an equivalent grade of post within the organisation.

This job specification represents the major tasks to be carried out by the post holder and identifies the level of responsibility at which the post holder will be required to work.   In the interests of effective working the major tasks may be reviewed from time to time to reflect the changing needs and circumstances.  Such reviews and any subsequent changes will be carried out in consultation with the post holder.  All members of staff are appointed to the College as a whole and may reasonably be asked to undertake similar or related duties in an operational area other than that to which they were originally appointed.

Core Benefits

Local Government Pension Scheme Health Cash Plan (Subject to conditions)

36 days holiday (including bank/public holidays) 10% discount on College courses

On-site Gym Free on-site parking

Subsidised catering Cycle to Work Scheme (Subject to conditions)

I confirm my acceptance of the role as outlined above and agree to apply myself fully to the responsibilities of the post.

Signed: (Employee) …………………………..………………….…… Date: ……………………..

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| **POSITIVELY PROMOTING EQUALITY, DIVERSITY & INCLUSION** |

**Person Specification – Business Development Manager**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| Educated to degree level | X |  |
| Management Qualification |  | X |
| Minimum of grade C in GCSE Maths and English Language (or equivalent) | X |  |
| **Experience & knowledge** |  |  |
| Experience of leading commercial contract negotiations | X |  |
| Recent strategic apprenticeship experience | X |  |
| Experience in management and planning of resources | X |  |
| Proven track record of generating income using entrepreneurial skills. | X |  |
| Experience of creating new business proposals. | X |  |
| Experience of writing reports with information from a variety of different sources |  | X |
| Experience of dealing with external professional bodies and organisations | X |  |
| Experience of change management. |  | X |
| Experience of monitoring budgets | X |  |
| Experience of working in Education or similar environment | X |  |
| Experience of writing and delivering strategies and plans | X |  |
| **Ability/ Skills** |  |  |
| Ability to develop positive and productive relationships with a range of stakeholders | X |  |
| Proven ability to lead and manage staff effectively and to high levels of productivity | X |  |
| Outstanding organisational/administrative skills | X |  |
| Outstanding interpersonal communication skills | X |  |
| Capable and skilled in using a range of IT packages including Microsoft Word and Excel | X |  |
| Ability to plan workflow around significant peaks and troughs | X |  |
| Ability to analyse and interpret data and information |  | X |
| Ability to develop ideas, write, reports, business correspondence and business procedure documents | X |  |
| Able to maintain total confidentiality | X |  |
| Ability to present data and information effectively | X |  |
| Ability to interpret organisational priorities and align operations and strategies |  | X |
| Ability to work to and monitor budgets and produce financial information as required | X |  |
| **Personal Attributes** |  |  |
| Dynamic, positive and engaging style. | X |  |
| Evidence of ability to learn successfully from past experience to improve future performance | X |  |
| Ability to engage with employees at all levels | X |  |
| Ability to communicate effectively with other managers and cross college functions. | X |  |
| Ability to work to multiple deadlines in sometimes challenging situations and tight timeframes. | X |  |
| Evidence of ability to improve customer satisfaction | X |  |
| Resilient and resourceful | X |  |
| Possess a positive “can do” attitude. | X |  |
| Flexible approach to work in order to meet business demands | X |  |
| Willingness and ability to work at any site or location given reasonable notice | X |  |
| Willingness and ability to work flexibly throughout the week | X |  |
| Awareness, understanding and commitment to the health & safety requirements relating to the role. | X |  |
| **Safeguarding** |  |  |
| Satisfactory enhanced DBS disclosure | X |  |
| Displays awareness, understanding and commitment to the protection and safeguarding of children and young vulnerable adults. | X |  |
| Commitment to policies on child protection, health and safety, confidentiality, student behaviour / discipline and equal opportunities | X |  |

**NOTE**

All candidates will be asked for proof of their eligibility to work in the UK during the interview and selection process. Tier 2 Certificates of Sponsorship are restricted by the UK Visas & Immigration Service and the position advertised above is unlikely to qualify for sponsorship. We are therefore unable to consider applications from candidates requiring Tier 2 immigration status to work in the UK at this time. For further information please visit the UK Visas & Immigration Services Website.

**Appendix A ‘The Moulton Manager’**

**Delivering excellent service**

* Has a customer-centred approach
* Actively seeks feedback from a variety of stakeholders
* Shows awareness of and commitment to goals and standards

**Finding innovative solutions**

* Seeks out ideas and input
* Encourages individuals to take responsibility
* Challenges the status quo

**Embracing change**

* Adjusts to unfamiliar situations, demands and changing roles
* Sees change as opportunity
* Is receptive to new ideas

**Commercial Focus**

* Operates on business principles
* Strives to continuously improve their area(s)
* Seeks to enhance the reputation of the College

**Engaging with the big picture**

* Anticipates the future vision for the team
* Helps others see the importance and relevance of their contribution
* Understands Moulton’s strategic objectives

**Developing self and others**

* Is aware of the impact they have on others
* Provides learning and development opportunities
* Develops their skills for the future

**Working with people**

* Acts as a role model for the College
* Sets and manages priorities
* Regularly meets with individuals

**Managing self and personal skills**

* Manages change and transition
* Adopts a coaching style
* Acts with honesty and integrity

**Achieving results**

* Delivers strategic priorities and initiatives
* Is focussed on results
* Manages the performance of their team(s)

**Actively promoting and valuing Equality and Diversity**

* Values people as individuals and respects diversity
* Acknowledges and recognises individual background and beliefs
* Challenges others when they are not promoting equality and valuing diversity