

JOB DESCRIPTION

Post Ref:	1884
Post Title:	Business Development Officer (UKSPF Project)
Grade:	Support Scale
Responsible to:	Employer Engagement Manager UKSPF
Responsible for:	None

JOB PURPOSE

To proactively and effectively engage with employers and other stakeholders, so the college can respond in a timely manner to secure training opportunities which meet current and future workforce needs. To effectively maintain and secure new relationships with these groups to achieve UKSPF project outcomes and secure business growth for the college.

KEY TASKS AND RESPONSIBILITIES

- To be responsible for achieving UKSPF project deliverables and generating revenue to support business growth and ensure the college's overall financial stability.
- To actively seek new lines of business and develop existing relationships with employers to ensure growth in enrolments and innovation in curriculum design across the breadth of college provision.
- To work with the Director of Commercial Partnerships, the Employer Engagement Manager UKSPF and other relevant colleagues to develop the college's employer responsive and adult provision to ensure all programmes reflect current industry requirements and developments.
- To represent the college at internal and external events which may involve early morning/evening work.
- To work with colleagues across college on the planning and organisation of employer engagement events throughout the academic year.
- To work with relevant colleagues to plan and implement marketing campaigns and strategies according to business needs.
- To ensure that the Grofar CRM is updated in a timely manner and used effectively to manage customer relationships.

OTHER RESPONSIBILITIES

In common with all other employees of the College, the postholder is expected to:

1. Perform duties to a high standard and to ensure that the quality assurance processes are implemented successfully across the College, particularly those relating to their own role.
2. Positively contribute to a safe learning and work environment ensuring compliance with Health and Safety policies and procedures.
3. Have a personal responsibility for Safeguarding and promoting the welfare of children, young people and vulnerable adults to ensure compliance with Safeguarding policies and procedures.
4. Participate in and make an appropriate contribution to the College's planning and review process.
5. Take a proactive role in the maintenance of acceptable standards of learner behaviour.
6. Contribute to the development and delivery of the College's 5 Pillars within Strategic Plan and to the achievement of the objectives contained therein.
7. To make a full contribution and evidence impactful activity to drive the Equality, Diversity and Inclusion agenda.
8. Keep up to date with issues affecting the role and contribute to staff development activity.
9. To undertake any other duties considered commensurate with the level and responsibility of the role.
10. All employees will adhere to all the College ISO standards.

APPLICATION GUIDANCE

To ensure we have the right people, with the right skills in the right roles, a competency-based approach is integrated into our selection process at the College. Put simply, this means that for each role there is a person specification detailing specific criteria and competencies (or behaviours), which we believe are essential if the job is to be performed well.

The document overleaf entitled 'Business Development Officer UKSPF: Person Specification' provides details of the specific criteria and competencies attached to this post. In the initial application, you are asked to show how you feel you meet these requirements. It is recommended that you use the headings from the Person Specification to help you organise your information. The panel will shortlist applications in line with the Person Specification match. *If you do not meet the 'essential criteria' your application will not be considered for shortlisting.*

Please visit www.boston.ac.uk to complete an online application form.

Once completed, your application should be submitted no later than 12 noon on Monday 22 April 2024.

Interview Date: TBC

Business Development Officer UKSPF: Person Specification

1. ESSENTIAL CRITERIA	SOURCES OF EVIDENCE		
	Application	Task	Panel Interview
Technical & Professional Qualifications:			
Minimum Level 3 qualification ideally in a business field or significant industry experience in a business development role	✓		
GCSE Maths and English at Level 2 or above e.g. GCSE Grade C/4 (or equivalent)	✓		
Experience of working in a business development role	✓		
Skills:			
Excellent written and verbal communication skills		✓	
Excellent employer relationship development and management skills which lead to income generation and business growth	✓		✓
Ability to maintain high levels of self-motivation and to use own initiative in order to meet given targets			✓
Ability to effectively use ICT including common Microsoft Programmes e.g., Microsoft Word and Excel	✓		
Have a current full driving licence as travel may be involved	✓		
Knowledge:			
Up to date knowledge of the local and regional business environment and challenges businesses face		✓	✓
An understanding of government priorities in relation to further and higher education	✓		✓
An understanding of safeguarding and a commitment to creating a safe learning environment and demonstrate your suitability to working with children, young people and vulnerable adults.	✓		✓
2. COMPETENCIES			
Contributing to team success Actively participates as a member of the team to ensure the team moves towards the completion of its goals.			✓
Customer Focus Makes customers and their needs a priority of own actions. Develops and maintains customer relationships that are productive.		✓	✓
Decision Making Identifies and understands issues, problems and opportunities and takes action that is consistent with available facts, constraints and probable consequences.			✓
3. DESIRABLE CRITERIA			
Experience of working in the further education sector	✓		
An awareness of the importance of Equality & Diversity	✓		
Ability to deliver compelling presentations which capture audience attention	✓	✓	