# Head of Commercial Partnerships

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| **ROLE DESCRIPTION AND PERSON SPECIFICATION ACADEMIC AND TECHNICAL STAFF** |
| **Role Title: Head of Commercial Partnerships**  **Area: Innovation, Industry and Enterprise**  **Pay Band: E**  **Reports to: Director of Innovation, Industry and Enterprise** |
| **Purpose of Role:**   * To lead the development of commercial partnerships and incubation and enterprise strategy for Ravensbourne; stimulating enterprise, fostering student innovation, connecting investment, and influencing local policy and government. |
| **Role Responsibilities:**   * To work within and contribute to the development of Ravensbourne’s overall strategy. * To lead on Ravensbourne Incubation and innovation services and associated enterprise development opportunities. * To lead on collaborative opportunities across Ravensbourne academic and KE/research communities through for example, developing the Ravensbourne Enterprise Society, nurturing research spin-off interests and making internal and external connections. * To be a key lead in the design and implementation of a self-sustaining incubator model, including the creation of an incubation-lite programme aimed at developing enterprising students. * Secure sources of revenue and income opportunities via the application of grants, sponsorships, donations and partnerships. * To contribute to knowledge exchange and research activities * To diversify income streams * To write bids for government and commercial funding * To lead on recruiting companies for the industry advisory board * To chair the industry advisory board * To seek new relationships and partnerships that benefit the student experience, including; * Sponsorship, internships, and paid placements. * To develop new project initiatives, alongside heads of CreativeLab and Knowledge Exchange * To act as the key account holder for University Industry and commercial interests. * To write the partnership strategy for the University * To help position the Greenwich Peninsula and Ravensbourne as a high-profile, digital creative design and media hub for London. * Demonstrate understanding of Ravensbourne's values, culture and educational ethos and promote these through everyday practice in the role. * Work within Ravensbourne's Code of Conduct and other Rules. * Comply with all legislative, regulatory and policy requirements (e.g. Finance, HR) as appropriate. * Carry out the policies, procedures and practices of Health & Safety in all aspects of the role * Demonstrate value and importance of equality and diversity in every aspect of Ravensbourne's work, and show commitment through everyday practice in the role. * Make full use of all information and communication technologies to meet the requirements of the role and to promote organisational effectiveness |

**Key working relationships (i.e. titles of roles, both internally and externally, with which this role holder interacts on a regular basis):**

Academic Development Managers, Marketing, IT, Technical Tutors, industry contacts, strategic public agencies, Finance Team, Resources and Facilities, Executive team & SMT, Marketing, Finance, IT, Facilities, Head of KE Technical Tutors, Industry contacts, Public agencies, funding bodies, Incubation companies, other incubation/accelerator hubs

## **Person Specification (Knowledge, Skills and Behaviours)**

| **All are essential unless otherwise stated** |
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| **Core Personal Skills** Experience and knowledge of the creative design and broadcast industries and their key players  Experience of monitoring and reporting for publicly funded and/or European funded activities  Experience of developing and delivering events, business support and bootcamps for the creative design and media industries  Experience of business development activities  Experience of working in complex project teams |
| **Customer Focus and Service**  Understands and actively shapes the relationship between provider and customer, and the expectations of the recipient of a service. |
| **Enterprise and Support for Income Generation**  Understands the critical importance of income generation |
| **Team Working**  Works collaboratively and harmoniously within the team and more widely with all significant others to get the job done, to the satisfaction of all those involved. |
| **Communicating and Relating to Others**  Communicates complex concepts clearly orally and in writing, and in relating to others builds and maintains effective relationships openly and honestly, using every medium appropriately and with consideration for the audience, so that the messages (both ways) are understood and able to be acted upon. |
| **Organising Work**  Organises work for optimum effectiveness, using all the resources, tools and methods available, so that the objectives of the role, team and organisation are met. |
| **Problem Solving and Decision Making**  Anticipates problems or issues and deals with them creatively and constructively, reaching a rational decision for dealing with the problem or issue; one that is capable of practical implementation |
| **Using IT**  Makes optimum use of appropriate digital technology and IT systems in all aspects of the role. |
| Excellent awareness of new technologies and their application within the design and/or broadcast media sectors |
| The ability to work with and develop CRM systems to capture and track relationships |
| **Problem solving and decision making**  Anticipates problems or issues and deals with them creatively and constructively, reaching a rational decision for dealing with the problem or issue; one that is capable of practical implementation |
| **Future focused and change-ready**  Understands their current position in the broader environmental context and is receptive to, and open-minded about, change, enabling them to respond positively and creatively to changing circumstances and requirements. |
| **Numeracy and Statistics**  Understands, uses and presents numerical information clearly and accurately, according to the requirements of the task in hand. |
| **Strategic and Business planning and implementation**  Develops strategy that is sensitive to the needs of multiple stakeholders and to the politics of the organisation, and is in tune with the organisation's values. Leads and manages the identification, articulation and implementation of strategic and/or business plans |
| **Project Management**  Leads and evaluates the impact of projects in relation to their original planned outcomes. a Project throughout its life cycle, using the methodology to ensure the Project achieves its agreed |
| **Team leadership and Management**  Leading and managing team(s) successfully towards specific agreed outcomes in ways that engage motivate and develop team members. Focuses effort and resources on outcomes and critical activities. |
| **Resource Management**  Ensures that the resources required are available at the right time and in the right place, and appropriately monitored, so that the work can be done effectively and efficiently |
| **Staff Management**  Ensures that all staff managed are properly, deployed and developed in their role, and are enabled to make their contribution to the achievement of short and medium term objectives and longer-term organisational success |
| **Professional and Administrative knowledge and know-how**  **Service Knowledge and its application**  Ensures legal and regulatory compliance through documented procedures, systems, processes and behaviours. Maintains, develops and applies |