JOB DESCRIPTION
Business Relationships Officer – Lancashire Cyber Foundry, School of Computing and Communications
Vacancy Ref: N2533

<table>
<thead>
<tr>
<th>Job Title: Business Relationships Officer</th>
<th>Present Grade: 6P</th>
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<tbody>
<tr>
<td>Department/College:</td>
<td>School of Computing and Communication (SCC), Faculty of Science and Technology</td>
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<tr>
<td>Directly responsible to:</td>
<td>Lancashire Cyber Foundry Project Manager</td>
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<tr>
<td>Supervisory responsibility for:</td>
<td>N/A</td>
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Other contacts

Internal: Academic staff, business development staff in other areas, departmental, faculty and central services support staff, project technical team

External: Appropriate members of staff in companies and business networks / support services

The role of Business Relationships Officer will work under the direction of the Business Support & Project Manager to recruit and support businesses within the LCF programme. The successful appointee must be able to work with the existing team, possess excellent interpersonal and communication skills and will be expected to work effectively using their own initiative. Principle duties of the role are:

- Working with project colleagues to ensure effective recruitment of suitable SMEs
- Contribute to marketing campaigns to drive project recruitment. Actively contribute to the content of newsletters, briefs and publicity material. Improve awareness to appropriate audiences.
- Ensure that any marketing activities carried out are timely and appropriate for disseminating information on the projects and recruiting eligible client companies.
- Supporting the organisation of project events and workshops and to be a recognised point of contact.
- Responsibility for ensuring the events and workshops programme is delivered appropriately.
- To recruit and operationally manage speakers and facilitators for the purposes of delivering the events and workshops programme to the highest standard.
- Attend and represent SCC at appropriate external networking events, trade fairs, etc.
- Ensure that beneficiaries of LCF are aware of the requirements for the collection of output data.
- To develop, manage and build existing and new relationships with outside contacts from partners, HEI’s, researchers, contractors; sector organisations, corporate and other bodies.
- To contribute to the promotion of SCC outreach activity both internally within the University and externally to the local community.
- To contribute to the business support workshop programme, including the production of the SME data and the writing of the associated business reports.
- Identify and report market intelligence on gaps in services and identify specific areas of opportunity for the University.
- To carry out any other duties consistent with the nature or grading of the role as required.

This role is part-financed by the European Regional Development Fund