**Job Title:** Consultancy Officer

**Present Grade:** 7P

**Department/College:** Research & Enterprise Services

**Directly responsible to:** David Jordan

**Supervisory responsibility for:** N/A

**Other contacts Service provides**

**Internal:**
- Heads of academic departments
- Faculty HEIF leads and administrators
- Finance department
- Business Development Managers
- Individual members of staff
- Enterprise Analyst regarding HEBCI
- Members of the Enterprise Team
- Other staff within Research and Enterprise Services

**External:**
- Other universities
- External clients
- External Project Partners –and private sector partners
- Innovate UK

**Major Duties:**

1. Operational leadership of the Consultancy Service, providing excellent customer service to internal and external customers.
2. Ensure systems, templates and working practices are fit for purpose and data is accurate.
3. Working with the Consultancy Support Officer to ensure all enquiries and applications receive a timely response and are managed through the application software.
4. Provide advice on and development of potential consultancy opportunities, identifying and managing potential conflicts of interest.
5. Draft or review contractual terms, analyse and reduce contractual risks, negotiate contracts to agreement.
6. Provide guidance and training on how staff can engage in university or private consultancy, the processes and support available to them and the value it will add.
7. Monitor case loads, identifying key dates for action and prioritizing interventions to ensure timely contracting, project set-up, invoicing and payments.
8. Work within and promote service standards and team values for the Consultancy Service.
9. Provide advice and guidance to Business Development Managers across the University to ensure staff have the right support to maximise the impact of their engagement and consultancy activities and ensure contacts with external clients can lead to further knowledge exchange activities.
10. Support the development of relevant case studies, and other marketing material to further educate and inform staff of the knowledge exchange opportunity available through consultancy.

11. Working with the Head of Consultancy Service ensure there are appropriate performance measures in place for the consultancy support service and produce updates and reports as requested.

12. To assist in any other management or administrative duties, or training and development, appropriate to the grade of the post as required by the Head of Consultancy Service or Head of Enterprise and Innovation Services.