

Placement Student – Business Development Job Description

Role Purpose:

To support the development and execution of plans to grow income in alignment with the business development strategy to contribute to the successful and sustainable growth of a technical platform and CPI more broadly. To support the existing Business Development Manager (BDM) cohort to develop opportunities (commercial and SME programmes), supporting the translation of the offering to clients *via* close working with the BDM's.

Key Responsibilities:

- To maintain consistent and documented compliance with all relevant Safety, Health and Environmental (SHE), quality and best practice requirements.
- To support the BDM's in executing business development plans in focus area/s (outreach; private income; collaborative R&D; strategic) in alignment with CPI and Business Unit strategy and key target metrics.
- To support the BDM's to develop sustainable collaborative partnerships (companies, universities, innovation centres) to enable the effective delivery against the platform technical and business development strategies.
- To exploit public funding understanding and networks to enable efficient and proactive identification and prioritisation of project opportunities.
- To support the development of compelling project proposals/briefs/quotes via accurately following CPI business processes.
- To input to relevant business development data/reports to support various internal management activities (to include portfolio management, business performance) and external stakeholder reporting/monitoring (grant funding bodies).
- To ensure that all activities are in alignment with the CPI Health and Safety policy, and that personal safety training is up to date.
- Utilization and accurate data entry in CPI's Customer Relationship Management (CRM) system. To accurately record key performance data to support CPI's Impact assessment programme.
- To work closely with CPI's Operational Sales team to support the delivery and improvement of key customer management metrics.

Direct reports: No direct reports

Person specification

Education / Qualifications:

Essential:	Desirable:
Working towards a Degree (or equivalent) in a relevant scientific/engineering or MBA field.	

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Competencies and behaviours	
Leadership (Core)	Decision Making (Core)
<ul style="list-style-type: none"> Respects and values the diversity of talents, skills and backgrounds that others bring to joint projects / work. Has a positive influence on those in contact with. Gains the respect and confidence of colleagues and supports them in achieving their goals and targets. Aligns own behaviours and actions to CPI's values, vision and goals. 	<ul style="list-style-type: none"> Within area of expertise recognises, identifies and defines problems. Generates and evaluates alternatives, draws conclusion and analyses risk. Takes timely and correct action using established methods to ensure effective solutions are implemented.
Communication (Core)	Developing self and others (Core)
<ul style="list-style-type: none"> Communicates in a clear and concise manner, covering all relevant points in a timely manner. Uses the appropriate route and format to communicate. Confirms understanding of others communication. Asks questions to understand other people's viewpoints. 	<ul style="list-style-type: none"> Knows own career aspirations and clearly communicates them to relevant colleagues whilst actively working to achieve goals. Sets personal development goals and deploys strengths to achieve them. Takes responsibility for one's own performance and actions and invites and incorporates feedback from a variety of sources. Regularly reflects on own capabilities to identify development priorities.
Collaboration (Core)	Delivery (Core)
<ul style="list-style-type: none"> Establishes effective working relationships with other colleagues. Builds and maintains a network of internal and external contacts. Actively seeks, values and incorporates different views and ideas to broaden their prospective. 	<ul style="list-style-type: none"> Plans, prioritises and leads own area of work to deliver specified and agreed outcomes (time and standard). Accurately scopes out length and difficulty of tasks, and repeatedly estimates correct amount of time needed for tasks. Refers to lessons learnt from other projects/ tasks with related scope. Acts with minimal supervision or direction. Pays attention to detail and delivers accurate and high-quality outputs.

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Knowledge and Experience:

Essential:	Desirable:
Working knowledge and broad experience of IT packages, particularly Outlook, Word, Excel and PowerPoint.	Have experience in business/collaboration development in a technical organisation.