

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.	

Competencies and behaviours	
Leadership (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. 	Decision Making (Core) <ul style="list-style-type: none"> • Within area of expertise recognises, identifies and defines problems. • Generates and evaluates alternatives, draws conclusion and analyses risk.

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<ul style="list-style-type: none"> • 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"> • 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.

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.