

## Business Development (Materials) Placement Student – 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), supporting the translation of the offering to clients *via* close working with the BDM's.

### Key Responsibilities:

- Embrace and role model the desired behaviours to exemplify our Company values, promoting an ethical, positive company culture.
- To maintain consistent and documented compliance with all relevant Safety, Health and Environmental (SHE), Good Manufacturing Practice (GMP), Data Integrity (DI), 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 Technology Team 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

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## Person specification

### Education / Qualifications:

Essential:	Desirable:
Working towards a Degree (or equivalent) in a relevant scientific, engineering marketing or business management discipline.	

Competencies and behaviours	
<p style="text-align: center;"><b>Leadership (Core)</b></p> <ul style="list-style-type: none"> <li>• Respects and values our diverse people and the differing talents, skills, and backgrounds that they bring to projects and day-to-day work.</li> <li>• Has a positive influence on those they are in contact with.</li> <li>• Gains the respect and confidence of colleagues and supports them in achieving their goals and targets.</li> <li>• Aligns their behaviours and actions to our PRIDE values, vision, and goals.</li> </ul>	<p style="text-align: center;"><b>Decision Making (Core)</b></p> <ul style="list-style-type: none"> <li>• Within area of expertise recognises, identifies, and defines problems.</li> <li>• Generates and evaluates alternatives, draws conclusion, and analyses risk.</li> <li>• Takes timely and correct action using established methods to ensure effective solutions are implemented by working as a team and with and focused outcomes to be delivered.</li> </ul>
<p style="text-align: center;"><b>Communication (Enabling)</b></p> <ul style="list-style-type: none"> <li>• Presents complex issues/ data with a high level of clarity and impact, using the appropriate format and driving action.</li> <li>• Is able to write clearly and succinctly recommendations and messages that have the desired effect.</li> <li>• Is aware of the impact of their communications and pro-actively seeks feedback for improvement, learning from their experiences and taking ownership of their actions and how they present them.</li> <li>• Is able to influence others by preparing a reasoned argument to adopt a specific tactics or plan, in line with strategy, and persuade others of the merit.</li> </ul>	<p style="text-align: center;"><b>Developing self and others (Core)</b></p> <ul style="list-style-type: none"> <li>• Knows own career aspirations and clearly communicates them to relevant colleagues whilst actively working to achieve goals.</li> <li>• Sets personal development goals and deploys strengths to achieve them.</li> <li>• Takes responsibility for one's own performance and actions and invites and incorporates feedback from a variety of sources.</li> <li>• Regularly reflects on own capabilities to identify development priorities.</li> </ul>

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<b>Collaboration (Enabling)</b>	<b>Delivery (Core)</b>
<ul style="list-style-type: none"> <li>• Understands the value of establishing effective and supportive relationships, and collaborative working.</li> <li>• Actively listens, questions, and observes body language so as to understand communication from others.</li> <li>• Cultivates and maintains partnerships across departments to deliver impactful innovations for the business as a whole.</li> </ul>	<ul style="list-style-type: none"> <li>• Plans, prioritises, and leads own area of work to deliver specified and agreed outcomes (time and standard).</li> <li>• Accurately scopes out length and difficulty of tasks, and repeatedly estimates correct amount of time needed for tasks.</li> <li>• Refers to lessons learnt from other projects/ tasks with related scope.</li> <li>• Acts with minimal supervision or direction by being purposely empowered to make decisions when needed.</li> <li>• Pays attention to detail and delivers accurate and high-quality outputs.</li> </ul>

### Knowledge and Experience:

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