

JOB DESCRIPTION

JOB TITLE:	Head of Business Development and Innovation
AREA:	Business Development and Innovation
RESPONSIBLE TO:	Assistant Principal Enterprise and Skills
RESPONSIBLE FOR:	Business Development Manager, Innovative Learning Manager
JOB PURPOSE:	Leading and managing the development of the College's Business Development and Innovative Learning portfolio. Focussing on income generation and supporting innovation and growth in the College.

DUTIES AND RESPONSIBILITIES

SPECIFIC

1. To lead and manage the expansion and development of a highly relevant commercial product portfolio in conjunction with Heads of Sector to ensure employer needs and regional opportunities are being met.
2. To lead commercial projects and partnerships to achieve and grow associated College income and activity targets.
3. To work with SMT and managers to plan and set appropriate activity, income and performance targets for the Sector and wider college objectives.
4. Lead the development and analysis of relevant key performance indicators to drive continuous enhancement of service and product provision.
5. Provide leadership to the Business Development and Innovation team in the development of new systems and processes in support of the College's strategies.
6. To work with the Innovative Learning Manager in directing the strategic development of an innovative and responsive distance learning offer that meets market needs through effective planning and evaluation processes, engaging staff, students and stakeholders.
7. To collaborate with Heads of Sector to support the development of initiatives to enhance the learning experience including through the use of technology.

8. Promote and foster a collaborative cross-college approach to the development and delivery of business growth
9. To develop innovative ways of exploiting new and emerging technologies to enhance College provision and maximise income generation opportunities.
10. To lead the Innovative Learning Team to develop learning technology related projects.
11. To initiate and develop extensive external relationships with key stakeholders, employers, and clients and engage in relevant national and international initiatives.
12. To support regional business innovation in terms of workforce development, reskilling and upskilling, and improvement to business processes and products.
13. Provide close monitoring of commercial and distance learning portfolio, including performance and reporting to ensure key performance indicators are met and improved upon.
14. Support the development and implementation of stakeholder and employer engagement strategies
15. To ensure efficient and effective deployment of staff and provide robust reporting and budgetary control in the management of all resources.
16. To promote a quality culture, ensuring the highest levels of quality assurance and supporting the implementation of quality enhancements to improve the student experience and performance.
17. To ensure legal and ethical requirements are met, including full compliance and the promotion of Equalities and Health and Safety procedures.
18. To encourage an environment of continuous professional development to provide the highest possible quality of service to students.
19. To participate in CPD and any training as required for the role.

GENERIC

20. To facilitate and participate in professional development planning.
 21. To participate in effective cross-college collaboration in realising corporate aims.
 22. To contribute effectively to the operational planning process.
 23. To adhere to all health and safety requirements and college policies.
 24. To be an ambassador for the college.
 25. To carry out any other duties that may be reasonably requested by the line manager.
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DATE OF DESCRIPTION

May 2021