

# Job Description: Business Growth Support Manager

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## Job Purpose

A new support manager role with an exciting opportunity to help implement the KTN's strategic business growth as the UK's national innovation network. The KTN is at the heart of supporting the ambition of government and businesses in strengthening the economy through capturing increased UK value from research and innovation.

**Reporting to:** Head of International and Development

**Grade:** Business Support Manager Level 2 or 3 - £29,361 to £38,633 depending on experience. Due to the nature of this role, we are only able to consider applications for full time working.

**Location:** Home or office based in London, with significant UK and some overseas travel expected.

**Scope:** KTN's business growth plan to expand strategically as an effective innovation organisation supporting UK government departments and businesses through establishing new programmes, partnerships and additional income opportunities which are aligned and complementary to the KTN's core values and objectives.

The role will be based in the KTN Development and International team with the two key functions of:

- 1) Undertaking strategic analyses of new growth opportunities that support the development of business strategies to expand the KTN. This will be consistent with its core values and objectives as an impartial and trusted innovation network organisation.
- 2) Support the effective implementation of the business growth plan across the KTN to achieve its additional income target. This will include new business development initiatives, client engagement, bidding processes and tools, marketing and support to additional income projects as required.

The job holder will be required to demonstrate skills in building market intelligence/study and experience in supporting business development initiatives, bid/proposal development and related contracts management, especially gained in large contracts from Government and Government Agencies.

Market/business development acumen, stakeholder engagement aptitude, team working, time management and written skills will be essential for success in this role.

## Key accountabilities:

- An integral member of the Development and International Team actively supporting the delivery of the KTN development plan to meet its immediate and long-term growth ambition in income and size of organisation and impacts to the UK economy.
- Generate attributable personal and team contributions to an increase in new KTN income opportunities from government agencies or suitable organisations in the UK.
- Support and undertake effective business development engagements with existing and new stakeholders and clients that result in new growth income for the KTN.
- Support the development and implementation of a more robust and bidding/tendering process that increases the success rate of securing additional income for the KTN, leading assigned tasks where required.
- Delivery of KTN's growth income targets, KPIs and CRM contents.

## Job responsibilities

Reporting to the Head of International & Development and working closely with the Business Growth Manager, the job holder will be expected to take on the following responsibilities:

- Proactively contribute to the development of business strategies for the long-term growth of the KTN in the UK and internationally.
- The KTN has set an ambition of steadily incrementing its annual additional income to reach £5m in FY21/22. The job holder will help to ensure this objective is achieved by effectively supporting and coordinating day-to-day business development, tendering/bidding and related activities across the KTN.
- Working with colleagues across sector teams to help identify, prioritise and respond to new income growth opportunities aligned to KTN core values. This may also include desk research such as scanning for, researching and developing opportunities.
- To help strengthen the bidding and tendering process in KTN. This may involve helping to embed new business processes and tools across the organisation that remain fit for purpose in a fast-changing environment.
- To support effective business development engagements with external stakeholders key to the KTN expansion, facilitating such communications across KTN teams as required.
- To support the successful delivery of the KTN project portfolio, including contracts, budgetary and project management support where required.

## Experience and qualifications

- Ideally degree qualified in relevant subjects, direct experience and competent knowledge in strategic business development, competitive procurement and successful tendering/bidding are essential.

- Experience and aptitude in business and public-sector stakeholder engagement in business development and growth capacity.
- Experience in developing business intelligence, using various information sources in identifying and prioritising new growth opportunities effectively.
- Ability to help prepare and write bids and tenders with senior colleagues.
- Experience in supporting the implementation of new business processes.
- Experience in working in a fast-paced, multi-stakeholder programme environment across different sectors and international cultures.

## Competencies and Attributes

- This role requires a flexible, highly motivated, self-starting and results oriented individual with good business development and time management skills.
- You will need to be proactive and adaptable with a critical problem-solving outlook, along with good all-round communication skills, both verbally and in writing.
- Ability to translate complex topics and requirements into business opportunities and propositions. This requires highly numerate and analytical skills.
- Comfortable working diligently with little supervision and as a team member to deliver effectively in a fast-paced environment.
- Must hold a UK driving licence and be willing to travel by public transport or by own car as required as this post involves significant travel including overnight at times mostly domestic but may involve some overseas trips.
- Must have good working knowledge of Microsoft packages plus excellent organisational skills.