



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Head of Business Development and Partnerships, Digital Education Service



Salary: Grade 9 (£51,034 – £59,135 p.a.)

Reference: CSDLS1070

Fixed term for two years

Head of Business Development and Partnerships Digital Education Service

Are you a pro-active and influential professional with significant experience of leading and managing business development and partnership management activity at a senior level? Can you lead and collaborate effectively with others to deliver exceptional digital education services? Would you like to join an award-winning service that is at the forefront of delivering high quality and innovative digital education provision within the Higher Education sector?

Reporting to the Head of Digital Education Service, you will be responsible for business development and partnership activity within the Service. You will develop, lead and implement a strategy to increase our partnerships both internally and externally and expand our portfolio of online learning provision and solutions. You will work closely with other members of the Service Executive Team to ensure the Digital Education Service delivers on the University's strategic aims and objectives, and continue to keep Leeds at the forefront of Digital Education in the sector.

As Head of Business Development and Partnerships, you will be expected to actively engage with established industry partners to seek opportunities that increase the breadth and depth of relationships as well as identify prospects where there is an opportunity to develop new relationships and online learning provision. You will interpret industry partners' strategic needs and working with Digital Education Service senior colleagues, translate them into professional online learning solutions.

In this role, you will also be expected to lead and manage a team of Digital Education Managers responsible for providing oversight and partnership relationship management for CPD provision and major, high value internal and external projects, including international corporate clients.

You will have significant senior-level experience of leading and developing successful strategies for business development and partnership management within a large and complex organisation. You will have excellent leadership skills with an ability to motivate and inspire others to achieve service goals. You will also have the ability to influence strategic priorities and successfully shape and align the direction of business development and partnership management through strength of leadership and partnership across the Service and with wider University stakeholders.



If you thrive on working in a complex environment this is an exciting opportunity for you to make a real difference in a world-class organisation.

What does the role entail?

As Head of Business Development and Partnerships your main duties will include:

- Developing and delivering a vision and strategy for business development and partnership management, which aligns to University strategies;
- Responsibility for the strategic leadership and development of the Digital Education Service's business development and partnership management activities;
- Accountability for defining and implementing an approach to business development to deliver a complex portfolio of CPD and customer defined online learning projects and initiatives, for a diverse range of customers both internal and external to the University;
- Developing and implementing strategies to expand and develop relationships with new and existing partners to meet defined KPIs and revenue targets;
- Overall responsibility for the professional and timely development of tenders, bids, grants, scoping documents and reporting requirements to secure or retain online learning business;
- Leadership and line management of a team of Digital Education Managers responsible for partnership management and project oversight. Demonstrating exceptional people leadership, building and inspiring effective teams by directing and influencing outputs;
- Accountability for the development and growth of effective professional relationships with relevant suppliers or third party organisations;
- Collaborating with University colleagues and representing the Digital Education Service at relevant University committees and groups to ensure effective delivery of Digital Education Services;
- Utilising and adhering to relevant University legal, procurement and project management processes and procedures;
- Horizon scanning within the UK and internationally, ensuring the Service remains at the forefront of innovative digital education systems developments;
- Influencing and negotiating decisions made at the Digital Education Executive Team level to ensure that Digital Education Service plans, projects and services proactively meet the University strategic objectives;



- Identifying, managing or escalating any Service or project risks relevant to the defined activity for this role.
- As a member of the Executive Team, oversight of the Digital Education Service Senior Management Team to articulate and influence the formulation of strategic plans and ensure successful delivery of associated strategic outcomes;

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

What will you bring to the role?

As Head of Business Development and Partnerships you will have:

- Significant senior-level experience of leading and developing successful strategies for business development and partnership management within a large and complex organisation;
- A track record of securing and leading high-value online learning projects and successfully managing relationships to develop long-term partnerships and business growth;
- A proven ability to interpret industry partners' strategic needs and work in collaboration with colleagues and senior stakeholders to translate them into the professional online learning solutions;
- Significant experience of developing business opportunities through internal partnerships, customer engagement and sector tender and grants, with the ability to recognise and initiate innovative opportunities for new business development activity;
- Experience of leading and managing staff with the ability to engage, motivate and develop staff to deliver a high quality service in line with service and organisational objectives;
- Extensive experience of working collaboratively with a diverse range of senior stakeholders internal and external to the organisation;
- Highly effective communication, influencing and decision-making skills with an ability able to assimilate new information quickly and build a strong knowledge of external sector and industry opportunities;
- Clear knowledge of negotiation skills approaches, tools and techniques with a track record of negotiating commercial terms;



- Proven ability to develop complex grant proposals assuring legal agreements, GDPR compliance and project governance requirements;
- A strong solutions focus, with a proactive and innovative approach utilising critical thinking, with the expertise and confidence to challenge accepted practices and promote this approach in others;
- Excellent problem-solving and analytical capability, with a strong attention to detail and the ability to handle complex financial, performance, strategic, organisation data and information;
- Experience of working collaboratively as part of a senior team to define and implement effective communication channels, implement change management initiatives and support the wellbeing of all staff.

You may also have:

- A practical and strategic understanding of the value of online education to support blended learning, work-placed learning and online distance learning in relation to all aspects of the learner lifecycle;
- Experience of working in the Higher Education sector.

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

Contact information

To explore the post further or for any queries you may have, please contact:

Carol Elston, Head of Digital Education Service

Email: c.a.elston@leeds.ac.uk

Additional information

Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.



Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be made in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

