



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Consumer Data Research Centre (CDRC) Business Development Manager, School of Geography



Salary: Grade 7 (£33,797- 40,322) p.a

Reference: ENVGE1141

Fixed-term until 31 March 2022 (External Funding)

We will consider job share and flexible working arrangements

Consumer Data Research Centre (CDRC) Business Development Manager, School of Geography, Faculty of Environment

Are you skilled in building and sustaining relationships between academics and external organisations? This role offers an excellent opportunity for those keen to work in an exciting and multidisciplinary environment.

Formed in 2014, the Consumer Data Research Centre (CDRC) at Leeds is delivering insights into human behaviour using consumer and commercial datasets. The CDRC continues to grow and as such is seeking a talented and highly motivated Business Development Manager who can help us maintain and build our relationships with businesses and other external organisations. We are looking for someone who can oversee a portfolio of partnerships and who will contribute to the ongoing business development strategy of the CDRC.

You will provide a vital bridge between the Centre and the business sector, maintaining and building relationships with existing data providers and encouraging new data partners to work with the Centre. In this capacity, you will carry significant responsibility for building the Centre's business and data portfolio upon which the Centre's core services depend. You will also be responsible for working alongside professional service teams at the University of Leeds to articulate and execute the legal agreements and data sharing agreements which underpin consumer data operations. You will work directly with the Centre's co-Directors on implementing the Centre's business development strategy and work closely with the Centre's Public Engagement and Communications Officer to ensure that the Centre achieves impact.



What does the role entail?

As a Business Development manager your main duties will include:

- Responsibility for the implementation of a business development strategy, including executing data sharing agreements with a wide range of partners delivering valuable and important resources to the CDRC;
- Building and managing sustainable relationships with data providers and proactively identify new data owners for targeted engagement;
- Working autonomously with established and new CDRC partners to consider, plan and develop mutually beneficial projects and opportunities for engagement;
- Working to expand the Centre's business portfolio and data stock to ensure that Centre services are supported for the benefit of the social science community and other stakeholder groups;
- Working alongside appropriate professional service colleagues and teams within the University to articulate and execute the legal agreements and data sharing agreements, which are needed to underpin consumer data operations;
- Providing regular business development and acquisition updates at meetings with academic and professional colleagues, and directly to the Centre Manager for reporting purposes. Contribute to KPI development and reporting activities, as and when required;
- Proactively building working relationships with academics (in particular CDRC co-investigators) and users, in order to identify areas of collaboration, support individual co-investigators in partnership development;
- Working with the Centre's Public Engagement and Communications Officer to develop communications that emphasise the benefits, trustworthiness and safety of data sharing arrangements to data owners, users and members of the public;
- Representing the Centre externally and attending and reporting on internal and external meetings, seminars and events as appropriate. Build and maintain a network of contacts, including via social and digital media, and contribute to the mutual exchange of information and sharing of best practice where appropriate;



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 a Business Development Manager you will have:

- A strong educational background, educated to degree level;
- Experience of working in business and/or experience of working *with* commercial organisations;
- Experience and demonstrated success in negotiating agreements with partner organisations;
- Strong business acumen and ability to solicit and understand client needs;
- Ability to work to a high standard of accuracy and attention to detail whilst under pressure to meet deadlines;
- Advanced skills in word processing, data management, presentation and electronic communication;
- Strong analytical, organisational and interpersonal skills
- Ability to work to a high standard of accuracy and attention to detail whilst under pressure to meet deadlines;
- Ability to work independently with a positive, flexible and cooperative approach to tasks.

You may also have:

- An established network of data professionals;
- Knowledge of the national data agenda and its impact on organisations in commerce and the public sector, as well as academia;
- Experience of working in higher education;
- Knowledge of social science/consumer data;
- Experience of developing contracts between the University and external organisations;
- Education in business management, marketing or related field.



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:

Dr Nik Lomax, Co-Director, CDRC

Tel: +44 (0)113 343 3321

Email: N.M.Lomax@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 in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

