

**Commercialisation Officer (ISO)**

Faculty / Department:	Engagement, Enterprise & Innovation	Grade:	SO2: £37,332.00 - £40,581.00
New appointees to Birmingham City University will ordinarily be appointed at the entry point of the appropriate grade			
Responsible to:	Head of Commercialisation	Responsible for:	n/a

Job Purpose

The Commercialisation Officer provides comprehensive support and development for all commercial projects, contributing to the strategic objectives of BCU and specific faculty objectives working with a range of stakeholders within the University and with external businesses, project partners and funders. The role supports the negotiation of contracts, costing and pricing, through to, invoicing and payment received whilst building strong commercial relationships throughout a commercial project lifecycle.

Main Activities and Responsibilities**Horizon Scanning – The Commercialisation Officer will:**

1. Register with applicable tender portals and seek out commercial opportunities as agreed with the Assistant Director Enterprise and other key faculty / school / EEI contacts;
2. Develop a clear understanding of the needs of commercial partners, identifying opportunities and initiatives where BCU can add value through commercial activity.
3. Develop relationships with the wider team to understand key areas of interest and use this information to highlight areas of focus as part of the horizon scanning of portals including creating Continuing Personal Development (CPDs) modules, commercial opportunities such as consultancy tenders and alignment with funded projects;
4. Provide a breakdown of set search criteria that can be disseminated with additional intelligence to each school;
5. Read the overview / exec summary of applicable commercial opportunities
6. Where an expression of interest is raised provide contact details for the academic / bid writer to discuss the commercial proposal with further.

Pre-contract - The Commercialisation Officer will:

7. Identify and log both internal and external enquiries relating to commercial activity using the appropriate BCU systems and processes and provide support throughout the process including obtaining necessary authorisation having an understanding equality impact as part of this process;
8. Read and develop understanding of the invitation to tenders of bids where there is additional support required by a Commercialisation Officer;
9. Provide support to assist with submissions to commercial partners, and provide advice and guidance to support compliance with call requirements and supporting with general content where required; and
10. Act as an intermediary between BCU staff undertaking commercial projects, EEI and Schools as required.

Post-contract- The Commercialisation Officer will:

11. Liaise with commercial partners to support the delivery of commercial projects;
12. Monitor commercial project plans;



13. Undertake project assurance and support activities for commercial projects working groups including project risk registers, lessons learnt, issue logs and action lists;
14. Liaise with Procurement, Finance and Contracts Team to ensure that contracts are approved and signed off via the BCU approvals process including liaising with external clients to administrate the negotiation process and ensuring contracts are signed by the relevant internal and external signatory and that all contracts are logged on the University contracts database and copies are appropriately filed;
15. Conduct and prepare reports and documentation for project reviews as required depending on risk / value (monthly, quarterly and VCO);
16. Provide notes from review meetings and provide support where appropriate to address any issues that have been raised;
17. Manage the project team calendar and diaries as needed.
18. Create and execute programme work plans and revise as appropriate to meet changing needs and requirements;
19. Provide account management support to key internal stakeholders and external business stakeholders, ensuring agreed levels of service are delivered and expectations are met.
20. *Additional bespoke requirements on projects will vary by EEI requirements across.*

Person Specification

Essential Criteria	Application Form / Support Statement / Interview
1. A degree (or able to demonstrate a combination of skills, knowledge, qualifications and experience at an equivalent level).	Application Form
2. Demonstrable commercial experience in a customer service led environment.	Application Form / Support Statement / Interview
3. Experience of providing project support for complex projects especially in relation to commercial projects.	Application Form / Support Statement / Interview
4. Experience with providing support to commercial activities with multiple stakeholders.	Application Form / Support Statement / Interview
5. Experience of supporting commercial projects through the entire project lifecycle.	Application Form / Support Statement / Interview
6. Experience of running financial systems / monitoring / administration project records (either financial or non-financial)	Application Form / Support Statement / Interview
7. Excellent verbal and written communication skills with the ability to collate and present information to others.	Application Form / Support Statement / Interview



8. IT skills including familiarity with Microsoft Office, Project Management software and SharePoint.	Application Form / Support Statement / Interview
9. A systematic, structured and thorough approach and attention to detail with a well organised self-managing workstyle.	Support Statement / Interview
10. Pragmatic approach to problem solving using own initiative	Support Statement / Interview
11. Working as part of a team, spotting opportunity and engaging expertise as identified.	Support Statement / Interview
12. Ability to identify, assess and understand potential risk to project delivery and propose solutions	Application Form / Support Statement / Interview
Desirable Criteria	
13. A project management qualification	Application Form / Support Statement / Interview
14. Experience of supervising staff	Support Statement / Interview

- Application Form – assessed against the application form. Normally used to evaluate factual evidence e.g. award of a qualification. Will be assessed as part of the shortlisting process.
- Interview – assessed during the interview process by either competency-based interview questions, tests, work-related exercise, presentation and discussion, or teaching session etc.