

JOB DESCRIPTION

Post Title:	Commercial Director
Grade:	9
School/Department:	Commercial Function
Reports to:	Chief Financial Officer
Responsible for:	Property Services, Thames Valley Science Park, Research Services, Knowledge Transfer Centre

Purpose

The Commercial Director is responsible for leading and strategically developing commercial or income generating, non-academic activities across the University, ensuring that the University is able to leverage strategic commercial relationships and grow commercial income. The post holder will also work closely with the PVC (R&I) to ensure that commercial opportunities within the research activities are planned, leveraged and secured.

The Commercial Function will include;

- The oversight, management and operation of the University non-operational property portfolio and Thames Valley Science Park
- External engagement and strategic relationships with business and regional partners

The Commercial Director will be required to work with senior leaders across the Institution but with a particular focus on working closely with the Director of Campus Commerce to develop the strategy and also with the Directors of Estates, Procurement and Legal Services to maintain synergy between the various functions.

Main duties and responsibilities

1. The lead, working with the CFO and other senior colleagues, the development of a commercial strategy for the University in order to identify and maximise opportunities to grow commercial revenues, to develop new sources of commercial income, directly or through partnership, and to create value from the University's non-operational portfolio.
2. To take an active leadership role in the University's Commercial Board, with the Directors of Campus Commerce and Procurement.
3. To provide leadership for the Commercial Function and for the senior team of Directors within the Function. Ensuring that services are delivered efficiently and effectively within budget and to have oversight of provision against both service and institutional KPIs. To support the Directors to enable them to fulfil their potential by providing support, coaching and guidance.
4. To act decisively to meet immediate and future challenges pertaining to the Function. To work alongside and influence other colleagues across the university to support the commercial agenda.
5. To lead the development of the strategy for TVSP - and Master Plan south of the M4 - to maximise its opportunity to develop as an asset and to deliver a strong revenue stream to the University.
6. To work closely with the PVC Research & Innovation to provide professional support and challenge to the delivery of the Research and Impact agenda of the University, identifying new opportunities and funding, particularly where it pertains to business income, partnerships and strategic bids.
7. To work with and support University Executive Board in the pursuit and delivery of new strategic commercial and income generating opportunities and to maximise commercial value from University strategic initiatives.

8. To contribute to the senior management of the University as part of the Leadership Group.
9. To participate in, and where appropriate lead, relevant University Committees and working groups.
10. To carry out such other tasks as may reasonably be required by the Line Manager.

Supervision received

The post holder will report to the Chief Financial Officer.

Supervision given

The post holder will have management responsibilities for Thames Valley Science Park, Property Services, Research Services and Knowledge Transfer Centre

Contact

External contacts

The post holder will engage on a regular basis with a range of commercial and Business contacts and will be expected to secure productive, strategic and lasting relations with this wide range of individuals, joining together opportunities and then ensuring that appropriate actions are taken. It will be essential that this post holder is a credible and engaging representative of the University in this arena working with high levels of personal integrity.

Internal contacts

The post holder will work closely with members of UEB, the Director of Campus Commerce, Leadership Group and senior Academics, and other leaders and managers across the University on a regular basis. It will be essential that the post holder is able to understand and work best with the full range of internal stakeholders, to challenge, inspire and influence colleagues in a positive manner to deliver real results.

Terms and conditions

This is a permanent post offered at Grade 9. There are no specified hours of work but a requirement to work such reasonable hours as are necessary to carry out the duties associated with the post. Overtime will not be payable. This will include the flexibility to work some evenings and weekends as required to fulfil the requirements of the post.

This document outlines the duties required for the time being of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.

Date assessed: August 2018

PERSON SPECIFICATION

Job Title	School/Department
Commercial Director	Commercial Function

	Essential	Desirable
Skills required	<ul style="list-style-type: none"> • Demonstrable track record of delivery and success in a commercial development and/or service role in a commercial context • Demonstrable commitment to collaborative customer service – a strong representative of the University at the most senior levels. • Strong leadership skills, including management of stakeholders • Demonstrates the ability to inspire and motivate others, both within and external to the University, to deliver results • Strong influencing and negotiation skills • Excellent oral and written communication, including preparing, writing and delivering papers at Senior level • Demonstrates ability to remain calm, prioritise, make decisions and provide leadership under pressure 	<ul style="list-style-type: none"> • Experience of commercial services in HE environment • Experience of Property Management • Experience of Start-up and incubator activities for Business. • Knowledge of Research Finances in HE
Attainment	<ul style="list-style-type: none"> • Good Masters/Postgraduate level degree or equivalent professional qualification in a relevant discipline 	<ul style="list-style-type: none"> • Professional or postgraduate qualification in Commercial Management or Leadership
Knowledge required	<ul style="list-style-type: none"> • Experience and track record of interface with senior management levels across a large organisation 	<ul style="list-style-type: none"> • Procurement and Finance knowledge in HE and public sector
Relevant Experience	<ul style="list-style-type: none"> • Experience of change management • Experience of financial management • Experience of formulating and implementing strategic plans 	<ul style="list-style-type: none"> • HE experience in delivering commercial services • HE experience in creating innovation and start-up businesses

Personal Attributes	<ul style="list-style-type: none">• Able to use ability to influence others in a positive way to actively achieve goals• Ability to work within a collective ethos and understand the need to collaborate to achieve results	<ul style="list-style-type: none">•