**Business Development Co-Ordinator**

## Job Summary

Robert Gordon University (RGU) is an innovative, inclusive, impactful and professionally focused university, with an established record of excellence in learning and teaching and a Gold rating in the UK Teaching Excellence Framework. RGU was recently named University of the Year at The Herald Higher Education Awards 2026, recognising the University's impact, achievements and contribution to its students, communities and the wider economy.

Through its Roadmap 2030, RGU has set an ambition to become a leading UK work-integrated university. This means strengthening the connection between academic learning, professional practice, industry engagement and the skills students need to succeed in a rapidly changing world of work.

Research, Innovation & Enterprise (RIE) plays an important role in delivering this ambition by connecting students and academic staff with businesses, public and third-sector organisations, investors and the wider innovation ecosystem. Through these relationships, RIE supports the translation of ideas into practical applications, new enterprises, partnerships and positive economic and social impact.

RGU's Business Development team works with businesses and external organisations to understand their challenges and connect them with the University's expertise, knowledge and capabilities. Through applied research, consultancy, training and development and knowledge exchange, the team develops collaborative partnerships and commercial opportunities that deliver practical solutions, drive innovation and growth, and create positive economic and societal impact.

As Business Development Co-ordinator, you will play a key role in supporting these activities, providing effective co-ordination, administrative and operational support to facilitate industry engagement, support the development of commercial opportunities and contribute to the successful delivery of the University's research, innovation and enterprise objectives.

If you would like an informal chat about the role before applying, please contact Fiona Campbell, Senior Business Development Manager on f.campbell3@rgu.ac.uk

In keeping with RGU's commitment to work/life balance you will have the opportunity to work from home for a portion of the working week and also benefit from a generous pension scheme, 46 days annual leave (including statutory days) an onsite nursery and sports centre, as well as a range of voluntary health and travel benefits.

We are committed to attracting and engaging a diverse range of staff and fostering a culture where everyone feels welcome, comfortable to express their ideas, and can reach their full potential. For more information, please visit Our Diverse Workforce pages.

**Job Description**

**RESPONSIBLE TO**: Senior Business Development Manager

**RESPONSIBLE FOR**: No supervisory responsibility

**PURPOSE OF POST**:

To support the University's business engagement and knowledge exchange activities through stakeholder engagement, business development support, CRM management, market research and event coordination.

**PRINCIPAL DUTIES**:

The postholder will work with Business Development Managers, academic colleagues and external partners to help identify opportunities, maintain stakeholder relationships, provide business intelligence and support the delivery of business development activities.

**Key Responsibilities**

• Support the development and progression of business engagement and knowledge exchange opportunities.

• Assist with stakeholder engagement activities and develop and maintain productive internal and external relationships.

• Represent the University at networking events, exhibitions, workshops and engagement activities as required.

•Support engagement with businesses, public sector organisations, professional bodies and partner networks.

• Coordinate enquiries, follow-up actions and maintain oversight of business development activities and ensure agreed actions are followed up.

• Support the preparation of proposals, funding applications, presentations and partnership documentation.

**CRM, Reporting & Market Intelligence**

• Act as the operational lead for the Business Development Team's CRM and Business Intelligence systems.

• Maintain accurate records within the CRM system and support pipeline management. • Produce reports and summaries to support business development planning and performance monitoring.

• Undertake market research and gather intelligence relating to industry sectors, funding opportunities and stakeholder needs and priorities.

• Maintain prospect lists and contribute to horizon scanning activities to identify opportunities aligned with University priorities.

• Maintain awareness of relevant sector developments and funding opportunities.

**Events & Communications**

• Support the planning and delivery of events, workshops, networking activities and engagement campaigns.

• Coordinate communications, attendee management and post-event follow-up.

• Assist in developing promotional and engagement materials.

**Collaboration & Continuous Improvement**

• Work collaboratively with colleagues across Academic Schools, Research Centres and Professional Services.

• Contribute to the development of Business Development resources, case studies, promotional materials and good practice.

• Support continuous improvement initiatives relating to business development processes and stakeholder engagement activities.

## General Responsibilities

• Comply with University policies and promote equality, diversity, inclusion and sustainability.

• Adhere to University policies, procedures and health and safety requirements.

• Undertake other duties appropriate to the grade and nature of the role.

## Person Specification

## ESSENTIAL REQUIREMENTS

• Degree qualified or equivalent relevant experience.

## Knowledge and Skills

• Understanding of business development and stakeholder engagement.

• Strong communication, organisational and relationship-building skills.

• Ability to analyse information and present findings clearly.

• Strong IT skills, including Microsoft Office.

• Ability to manage competing priorities and work independently and collaboratively.

## Experience

• Experience in business development, stakeholder engagement, client relationship management or a similar role.

• Experience using CRM systems and maintaining accurate records.

• Experience undertaking research, analysis and reporting.

• Experience coordinating projects, activities or events.

• Experience working with a range of stakeholders.

## DESIRABLE REQUIREMENTS

### Knowledge and skills

• Understanding of university-business collaboration and the UK innovation and funding landscape.

• Commercial awareness and customer-focused approach.

• Proactive, organised and adaptable, with strong attention to detail.

• Commitment to continuous improvement.

### Experience

• Experience within higher education, research, innovation or knowledge exchange.

• Experience with Salesforce or similar CRM systems.

• Experience supporting events, campaigns, funding applications or partnership proposals.

• Experience of market research and intelligence gathering.

### Behaviours

**Behaviour 1: Service Delivery -** Experience of exploring and adapting a service to meet customers' expectations and also identifying ways of improving standards

**Behaviour 2: Communication -** Ability to receive, understand and convey both straightforward information, and information requiring careful explanation, in a clear and accurate manner

**Behaviour 3: Decision Making -** Experience of using own judgement to make decisions, making collaborative decisions with others to reach conclusions and providing advice or information that will influence the decisions of others

**Behaviour 4: Liaison and Networking -** Experience of circulating information in an accurate and timely manner and working across team boundaries to build and strengthen working relationships

**Behaviour 5: Initiative and Problem Solving -** Experience of using initiative and creativity to resolve problems, identifying practical and suitable solutions

**Behaviour 6: Planning and Organising Resources -** Experience of planning, prioritising and organising your own work or resources to achieve agreed objectives

**Salary:** 33662.00 - 35302.00 GBP per Year

**Position Type:** Full Time , Permanent 35.0 Hours per Week