



JOB DESCRIPTION

JOB TITLE: Business Development Specialist
REPORTS TO (TITLE): Chief Executive Officer (CEO)
Primary Objectives of the Position:
<p>The Specialist is primarily responsible for the effective & successful implementation of the following;</p> <ul style="list-style-type: none"> • commercialization of SROS's scientific research technological findings/results; • development of new business and/or revenue generating opportunities. <p>In carrying out these responsibilities, the Specialist will work closely with Managers from the other Divisions of SROS. The Specialist is also a member of the Senior Management Group (SMG) that assists the Chief Executive Officer in managing the research and development activities of the Organisation, developing relevant commercialisation strategies and securing new funding opportunities for research projects and technical services.</p>
Key Duties and Responsibilities:
<ul style="list-style-type: none"> • Commercialisation of research outcomes <ul style="list-style-type: none"> – Manage and coordinate commercialisation of research outcomes from the Organisation – Ensure compliance with relevant internal and external commercialization/business legislation, procedures and policies – Prepare necessary commercialization documentation & reports, including the development of comprehensive investment profiles, business plans, economic analyses and proposals – Provide timely and accurate reporting and analysis of commercialization options with recommendation(s) – Advise relevant Managers on the economic feasibility of research concepts and projects, and the development of relevant proposals and partnerships – Monitor SROS research activities and the external regulatory and market environment to update commercialisation strategies and pathways – Advocate and protect SROS interests via appropriate negotiations, agreements, contracts, memorandum of understanding, etc., including the handling intellectual property related matters – Implement approved commercialisation strategies and business plans for specific research outcomes – Represent SROS in commercialization and business development forums and associations • New Business Development <ul style="list-style-type: none"> – Manage and coordinate new business development and/or revenue generating activities of the Organisation – Generate & grow new business and revenue earning opportunities with relevant key industries, stakeholders and donor partners – Develop appropriate strategies and action plans to achieve Government assigned cost recoveries targets annually

- Develop & maintain strong relationships with key clients, industry partners, development partners, government and regional agencies & other stakeholders
- Develop & review business development policies, procedures & tools, including opportunity selection & risk assessment processes
- Undertake regular market research of development opportunities and client needs, and communicate potential to management
- Actively seek out & assist technical Managers to secure new funding and/or partnership opportunities for SROS approved scientific research development projects
- Maintain a register/database of development, project and funding opportunities and successfully secured funds, & produce reports of new business development activities for management
- Any other work related to management, commercialisation and business development as delegated by the CEO on ad hoc basis

Academic Qualifications and Experience Required for the Position

Essential:

- Possess a Degree majoring in any two of the following areas; Business, Commerce, Marketing, Management and Accounting, with 3 years of experience applying this education OR at least 5 years of relevant work experience in similar positions
- Minimum of three years work experience in a senior management position, preferably in at least three of the above areas
- Must be results focused & have strong analytical capabilities
- A self starter & ability to work with minimum supervision
- Be a proficient user of MS-Office Word, Excel and PowerPoint
- Have a strong verbal and written communication and presentation skills

Desirable:

- A postgraduate qualification in Business Studies or equivalent will be an advantage
- Comprehensive knowledge about the commerce, business and donor sectors with established networks
- Able to conduct market and economic research
- Experience with business negotiations
- The capacity to adequately work under pressure & be a team player
- Good governance & work ethics