

Backstage Academy (Training) Ltd	Job Description
POST TITLE: Development Director (1 FTE)	REFERENCE: BSA2020-01
AREA OF WORK: Backstage Innovation Centre Project	DATE COMPILED: May 2020
SALARY RANGE: Subject to experience	HOURS PER WEEK: 40 Hrs
Probation Period: 10 Months	STANDARD WORKING HOURS: 08:30-17:30 Monday - Friday (Occasional weekend and evening work will be required)
Notice Period: 3 Months	START DATE: TBC
Holiday Entitlement: 22 days & Bank Holidays	END DATE (If applicable): N/A
FIXED TERM or PERMANENT CONTRACT: Permanent	
IMMEDIATE LINE MANAGER: Head of Institution	
DESIGNATION OF ANY STAFF LINE MANAGED BY THE POST HOLDER:	
<ol style="list-style-type: none"> 1. Concept & Product Designer (Backstage Innovation Centre) 2. Software/Controls Engineer (Backstage Innovation Centre) 	
JOB PURPOSE:	
<p>The Development Director will be the lead outreach face of the Backstage Innovation Centre. A strategic team leader focused on the advancement of the centre - leading on engagement of organisations and research opportunities into the facility and awareness of the Innovation centre in the industry.</p>	
PRINCIPAL DUTIES AND RESPONSIBILITIES:	
<p>The following duties are not shown in order of priority or frequency nor is the list exhaustive, but rather an indication of the type and level of duties expected of the post holder:</p>	
Main Responsibilities	
<ul style="list-style-type: none"> • Provide leadership for research development and strategy implementation, the identification of priority areas and projects and the prioritisation of effort and resource engagement, relationship building and negotiation at senior level with stakeholders. • Contribute to the development of strategies and policies for Knowledge Exchange, Commercialisation and Regional Economic Development. • Support and develop all areas of activity for the Backstage Innovation Centre, including technology development, licensing, business incubation, spinout company formation, venture funding and development funding. • Suggest new and innovative ways of delivering services that provide high quality and good value for money. • To ensure compliance with funding requirements, project management standards and take appropriate action to address issues that may arise. • Establish networks internally and externally relevant to the role; building and maintaining relationships with external bodies such as Arts Council England, UK Research and Innovation (UKRI), Wakefield Council, The Northern Powerhouse, the European Regional Development Fund and key industrial partners. 	

People

- Work collaboratively and make sure that this supports the delivery of specific projects and corporate programmes.
- Establish clarity around expected outcomes and standards, providing clear lines of accountability and delegated authority.
- Be responsible for the supervision of external consultants and project teams in relation to stakeholder engagement, projects and innovation programmes.
- To promote equality among all staff, and ensure that services are delivered in a non-discriminatory way, that is inclusive of disadvantaged groups. Remaining consistent with the Institution's Equality and Diversity policies.

Finance

- Hold staff to account to provide services that are delivered or procured in accordance with ERDF funding requirements.
- Monitor the budget for projects/programmes and ensure it is effectively controlled within cash limits, driving down spend where appropriate and ensuring any expenditure represents value for money.

Backstage Academy actively encourages staff development and training. You are expected to participate in training and development activities as necessary to meet job, institutional and personal development.

All Training and development is primarily focused as developing you in your present role.

SPECIAL REQUIREMENTS

The post-holder will be expected to work evenings and weekends when required, with time off in lieu.

ADDITIONAL NOTES

100% of this post will directly contribute to the development and delivery of the Backstage Innovation Centre Project, part-funded by European Regional Development Funds (ERDF) until 2023.

All staff are expected to comply with Production Park Ltd.'s Health and Safety and Equal Opportunities policies in the performance of their duties.

This is a description of the role requirements as it is presently constituted. The post-holder may be required to undertake any other duties which may reasonably be required as within the nature of the duties and responsibilities of the post as defined. It is the Academy's practice to periodically review job descriptions to ensure that they accurately reflect the role requirements to be performed and if necessary, update to incorporate changes were appropriate. The review process will be conducted by the relevant manager in consultation with the role-holder.

EQUAL OPPORTUNITIES STATEMENT

Backstage Academy is an equal employment opportunity employer. All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of race, colour, sex, sexual orientation, gender identity, religion, disability, age, nationality or ethnic origin.

Backstage Academy considers equivalent combinations of experience and education for certain jobs. All candidates who believe they possess equivalent experience and education are encouraged to apply.