

JOB DESCRIPTION
Consultancy Manager
Vacancy Ref: 0536-24

Job Title: Consultancy Manager	Present Grade: 7P
Department/College: Research and Enterprise Services	
Directly responsible to: Head of Consultancy Services	
Supervisory responsibility for: N/A	
<p>Other contacts Service provides</p> <p>Internal:</p> <ul style="list-style-type: none"> • Consultancy Service team members • Heads of academic departments • Faculty HEIF leads and administrators • Finance department • Business Development Managers • Individual members of academic and professional staff • Enterprise Analyst regarding HEBCI • Members of the Enterprise Team • Other staff within Research and Enterprise Services <p>External:</p> <ul style="list-style-type: none"> • Other universities • External Clients • External Project Partners • Private sector partners • External Funders – such as Innovate UK 	
<p>Major Duties:</p> <ol style="list-style-type: none"> 1. Joint operational leadership of the Consultancy Service, providing excellent customer service to internal and external customers. 2. Ensure systems, templates and working practices are fit for purpose and data is accurate. 3. Working with the other members of the Consultancy Service team to ensure all enquiries and applications receive a timely response and are managed through the application software. 4. Ensure appropriate pricing of consultancy services through effective costing and market research. 5. Monitor workloads, identifying key dates for action and prioritizing interventions to ensure timely contracting, project set-up, invoicing and payments. 6. Provide advice on and development of potential consultancy opportunities, identifying and managing potential conflicts of interest. 7. Support scoping of reservations, assumptions, service deliverables and milestones (where appropriate) in liaison with the consultant delivering on behalf of the University. 8. Draft or review contractual terms, analyse and reduce contractual risks, negotiate amendments to contracts to ensure the level of risk is acceptable agreement. 9. Provide guidance and training on how staff can engage in university or individual consultancy, the processes and support available to them and the value it will add. 	

10. Work within and promote service standards and team values for the Consultancy Service.
11. Provide advice and guidance to Business Development Managers across the University to ensure staff have the right support to maximise the impact of their engagement and consultancy activities and ensure contacts with external clients can lead to further knowledge exchange activities.
12. Support the development of relevant case studies, and other marketing material to further educate and inform staff of the knowledge exchange opportunity available through consultancy.
13. Working with the Head of Consultancy Services to ensure there are appropriate performance measures in place for the consultancy support service and produce updates and reports as requested.
14. To assist in any other management or administrative duties, or training and development, appropriate to the grade of the post as required by the Head of Consultancy Services or Head of Enterprise and Innovation Services.