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| Job Description |  |

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| Job Title | Director of Economic Development and Advancement |
| **Department** | Economic Development and Advancement |
| **Responsible To** | Principal and Vice Chancellor |
| **Responsible For** | ​​Economic Development, including regional economic development, skills agenda, growth deals, business engagement, relationship management, advancement including philanthropy and alumni engagement​ |
| **Grade** | Competitive  |
| **Location** | UHI House, Inverness |
| Job Objective |
| Reporting to the Principal and Vice Chancellor, this is a pivotal role for an established senior leader to drive economic, skills development and philanthropy across the University.  Working directly with the Principal and Vice Chancellor it will lead the regional economic, skills and commercial agenda for the University, working across the UHI Partnership.  The role will be an ambassador for the University interfacing with business, industry and development agencies harnessing the University resources to develop economic development opportunities together with promoting the University’s advancement and philanthropic presence within UHI’s stakeholder networks.    |
| **Strategic Leadership and Economic Development*** Design and implement an economic development and income-generating strategy detailing short-, medium-, and long-term targets for economic growth and commercial income across the University and the UHI region.
* Lead the development of an economic development plan, leveraging city and growth deals, government economic policies, and commercial opportunities to deliver profitable revenue growth by creating visible and dynamic commercial profile which attracts inward investment.
* Provide strategic insight into market trends, economic change, and opportunities, ensuring the University remains responsive to regional and national developments.

**Income Generation and Commercial Opportunities*** Drive the University’s approach to income generation, creating and optimising commercial, philanthropic, and other partnership opportunities.
* Identify and deliver new revenue streams and ensure achievement of income generation targets through robust planning and execution.
* Develop a visible and dynamic commercial profile for UHI that attracts inward investment and positions the Highlands and Islands as a business destination of choice.

**Stakeholder Engagement and Relationship Building*** Build and maintain high-level strategic relationships with business, research, and industry partners, fostering pipelines of collaborative opportunities across key sectors.
* Develop alliances with emerging industries, professional bodies, and enterprise agencies to expand UHI’s influence and partnership reach.
* Represent and promote UHI externally, establishing effective links with employers, donors, and other stakeholders to enhance the University’s reputation and drive strategic income generation.

**Commercial Strategy and Innovation*** Develop an annual commercial enterprise plan aligned with the University’s growth objectives, exploring potential new revenue streams and enhancing existing ones.
* Support work-based learning, knowledge transfer partnerships, and innovative solutions to attract external funding, grants, and income streams.
* Coordinate the implementation of commercial and enterprise business plans, ensuring alignment with regional labour market needs and skills development.

**Performance Management and Reporting*** Undertake and publish quarterly market analysis, segmentation, and intelligence reports, including forecasts, sales campaigns, and key performance indicators.
* Monitor the performance of commercial activities, ensuring projects are delivered on time, within budget, and aligned with strategic goals.

**Leadership and Team Development*** Provide leadership and day-to-day line management to teams within the portfolio or in matrix cross-functional projects, ensuring targets are set, monitored, and achieved.
* Foster a culture of innovation, collaboration, and high performance, contributing to the overall leadership of the University.
* Work closely with the Director of Transformation and senior leadership colleagues to ensure coordinated and effective delivery of strategic projects.

**Advocacy and Brand Development*** Showcase UHI’s academic, research, and commercial strengths, building its reputation as a centre of excellence and innovation in order to build work based learning and knowledge transfer partnerships, maximising external funding opportunities.
* Actively engage with industry, government, public sector organisations, and community partners to enhance the UHI brand and reputation.
* Position the University as a leading contributor to regional economic development and a key partner in delivering growth and opportunity.

**General duties*** To participate in the university’s performance and development review procedure.
* To take due care of yourself and others in respect of health and safety.
* To attend training courses that may be identified as necessary by your line manager.
* Such other duties temporarily or on a continuing basis, as may reasonably be required, commensurate with your grade.
* Contribute to UHI's climate, biodiversity, and sustainability goals, including net-zero by 2040.

This is a description of the job as it is presently constituted. It is normal practice to periodically review job descriptions to ensure that they are relevant to the job currently being performed, and to incorporate any changes which have occurred or are being proposed. The review process is carried out jointly by the line manager and employee and you are therefore expected to participate fully in such discussions. In all cases, it is the university’s aim to reach agreement to reasonable changes, but where it is not possible to reach agreement the university reserves the right to make reasonable changes to your job description which are commensurate with your grade after consultation with you.Date: 6 December 2024 |