



# Business Development Manager – Channel Partnerships

Park End Street and Hayes House, Oxford

Grade 8: £47,085 - £55,895 per annum including the Oxford University Weighting of £1,500 per annum

Permanent, full time

Saïd Business School, University of Oxford





## The role

Welcome to Oxford Saïd Online (OSO), a ground-breaking initiative by Oxford Saïd that reimagines online learning worldwide. Our mission is to expand worldwide access to Oxford Saïd's faculty research and expertise, inspiring positive global change by reaching more learners through innovative education strategies.

We integrate diverse digital experiences into a unified platform, creating pioneering innovative learning for practitioners seeking enriched perspectives. Our online learning programmes are designed to provide an immersive and collaborative learning experience, no matter where participants are in the world.

Our programmes offer unmatched valuable networking opportunities with a global cohort, encouraging participants to consider different perspectives. Dedicated support networks are in place, including peer-to-peer discussion and success advisers, that will guide and encourage participants throughout their study. In addition, each online programme is updated regularly to align with topical and current industry challenges, ensuring real-world post-course application.

As the second hire within the Channel Partnerships function - the growth engine of Oxford Saïd Online – this role offers immense opportunity. We are looking for a candidate with an outcome-driven mentality dedicated to activities that will help us to achieve our ambitious goals. Given the early stage of Oxford Saïd Online and the Channel Partnerships function, the candidate must be adaptable, potentially getting involved in new partner acquisition and other growth initiatives, while focusing on strengthening relationships with our existing Partners. Additionally, candidates who can contribute to the development of processes and best practices will be highly valued. Oxford Saïd Online's team consists of collaborative, thoughtful and engaging colleagues. We are looking for individuals eager to join us on this journey, helping to shape the team and contribute to our collective success.

As a Business Development Manager, Channel Partnerships at Oxford Saïd Online, you will play a

pivotal role in retaining, growing and enhancing our existing relationships. You will be responsible for managing and nurturing relationships with a portfolio of partners to ensure mutual success and long-term collaboration.

Your efforts will contribute to the overall growth strategy of Oxford Saïd Online by deepening existing partnerships, identifying opportunities for growth, and ensuring partner satisfaction. The Business Development Manager, Channel Partnerships will be instrumental in supporting Oxford Saïd Online's ambitious growth plans, including trebling revenue within five years and solidifying its position as a global leader in online education.

This role requires a dynamic individual with strong communication, negotiation, and strategic thinking skills. Additionally, this role focuses on managing and optimising partner relationships through strategic engagement, effective communication, and the provision of training and support to ensure their success.

## Responsibilities

- Take full ownership of a portfolio of partner accounts, ensuring alignment with Oxford Saïd Online's goals and partner objectives
- Build and nurture relationships with key stakeholders within partner organisations
- Serve as the primary point of contact for partners, addressing needs and concerns
- Understand the strategic vision and goals of each partner
- Facilitate the exchange of industry insights, best practices, and market trends between Oxford Saïd Online and partners
- Monitor and report on the performance of partnership activities, using Oxford Saïd Online's KPI and reporting frameworks
- Contribute to internal (partner) budget and forecast processes



- Conduct market research to identify industry trends, competitor analysis, and potential partnership opportunities
- Identify and resolve conflicts & challenges within partnerships
- Continually seek opportunities to enhance the value proposition of Oxford Saïd Online
- Identify opportunities for upselling and cross-selling within partner accounts
- Build effective mutually respectful relationships with stakeholders across Oxford Saïd Online and the wider Business School, collaborating closely with respective teams such as Marketing, Finance, Procurement, Design, Production and Delivery to ensure smooth operations including onboarding & implementation of new initiatives, in addition to providing ongoing support and guidance as needed
- Establish feedback loops with partners to gather their input and disseminate within Oxford Saïd Online and the wider Business School
- Represent Oxford Saïd Online at industry events, conferences, and networking opportunities to promote brand awareness
- Stay informed about the online learning and education industry landscape, emerging trends, and best practices to inform business development strategies
- Act as an ambassador for Oxford Saïd Online within partner organisations, external communities, Saïd Business School and the University of Oxford ecosystem
- Support the Associate Director, Channel Partnerships, in initiatives where required

## Selection criteria

### Essential selection criteria

- Proven experience in managing and growing partner relationships
- Track record of successful stakeholder management and engagement
- Excellent oral and written communication skills
- Strong ability to understand and align with partner strategies and goals
- Innovative mindset to enhance value propositions
- Commercially astute, effective at managing commercial processes and negotiations with senior clients
- Good personal and time management skills with the ability to prioritise workload
- An entrepreneurial mindset with an organised and structured approach to work and an ability to work with ambiguity and under pressure
- Have a flexible approach to work and the duties to be carried out
- Effective at identifying and resolving conflicts and challenges within partnerships
- Experience in creating and presenting concepts
- Strong project management skills
- Collaborative team player with a strong desire to work closely with both internal and external stakeholders to achieve shared goals and drive results
- Experience of business development within a business school or education setting



- Demonstrable interest and proactive experience in online executive education and development
- Interest in Learning & Development and the Education sector at large
- High level of IT literacy and proficiency with standard office software
- Strong educational background

#### Desirable selection criteria

- Good knowledge of faculty research across Oxford Said and the wider University of Oxford faculty community
- Experience of using CRM software (Salesforce) to track business development activities
- Experience of using software related to Learning & Development such as Canvas and Pronto
- Demonstrates our brand values: Transformational, Collaborative, Purposeful, Entrepreneurial, Respectful and Excellence in all interactions and outputs

## Pre-employment screening

### Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at <https://www.jobs.ox.ac.uk/pre-employment-checks>.





## About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford. For more information, please visit [www.ox.ac.uk/about/organisation](http://www.ox.ac.uk/about/organisation).

## Saïd Business School

Saïd Business School blends the best of new and old. We are a vibrant and innovative business school, but yet deeply embedded in an 800 year old world-class university. We create programmes and ideas that have global impact. We educate people for successful business careers, and as a community seek to tackle world-scale problems.

We deliver cutting-edge programmes, including the highly regarded MBA, Executive MBA, a number of specialist MScs, a portfolio of custom

and open programmes and accredited diplomas for executives, and we undertake ground-breaking research that transform individuals, organisations, business practice and society. We are an international and outward looking School with our programme participants coming from more than 50 countries.

We seek to be a world-class business school community, embedded in a world-class University, tackling world-scale problems.

## Sustainability

Saïd Business School is committed to the highest standards of environmental sustainability, preserving the planet for future generations and acting in a socially sustainable manner. As an employee you are expected to uphold these commitments in accordance with our Environmental Policy. You can learn more about our organisation's sustainability efforts at: <https://www.sbs.ox.ac.uk/about-us/school/sustainability>.

## Diversity and Inclusion

Oxford Saïd is committed to fostering an inclusive culture which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all its staff and students are respected. We recognise that the broad range of experiences that a diverse staff and student body brings strengthens our research and enhances our teaching, and that in order for Oxford to remain a world-leading institution we must continue to provide a diverse, inclusive, fair and open environment that allows everyone to grow and flourish.

Oxford Saïd holds a bronze Athena Swan award to recognise advancement of gender equality: representation, progression and success for all.



## Our Values

To better understand our Values, what behaviours demonstrate them and how they are involved in your everyday work we have created the below descriptors.

### Transformational

We challenge constructively, provoke thought, and influence and inspire others to develop.

### Respectful

We are caring, supportive, appreciative, embrace difference and value each other's opinions.

### Entrepreneurial

We embrace and encourage change and innovation. We are creative, flexible and brave.

### Collaborative

We are stronger together. We are inclusive, approachable, listen to others and value good communication.

### Purposeful

We are a community who believe in sustainable growth, and are responsible, principled and transparent.

### Excellence

We are professional, focused and aligned, and have a responsibility to do the very best we can.

## Wellbeing

Saïd Business School acknowledge the importance of wellbeing, in enabling people to thrive at work and ensure a work-life balance. It provides a number of initiatives to help support wellbeing and would encourage you to participate. At an individual level, wellbeing means recognising what helps us remain resilient and taking appropriate steps. If we experience difficulties, doing our best to rectify them and making our line manager aware of aspects that they could support us with.

Further information about Saïd Business School is available at [www.sbs.oxford.edu](http://www.sbs.oxford.edu).

## Social Sciences

Oxford Saïd is a department within the Social Sciences Division, one of four academic Divisions in the University, each with considerable devolved budgetary and financial authority; and responsibility for providing a broad strategic focus across its constituent disciplines.

The Social Sciences Division represents the largest grouping of social sciences in the UK: home to a number of outstanding departments and to the internationally ranked Law Faculty; all are committed to research to develop a greater understanding of all aspects of society, from the impact of political, legal and economic systems on social and economic welfare to human rights and security. That research is disseminated through innovative graduate programmes and enhances undergraduate courses. For more information please visit <https://www.socsci.ox.ac.uk>.





## How to apply

Applications are made through our e-recruitment system and you will find all the information you need about how to apply on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description. As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education or during career breaks (such as time out to care for dependants). Please upload all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

## If you need help

Help and support is available from <https://staff.web.ox.ac.uk/recruitment-support-faqs>. If you require any further assistance please email [HR.Recruitment@sbs.ox.ac.uk](mailto:HR.Recruitment@sbs.ox.ac.uk). To return to the online application at any stage, please go to [www.recruit.ox.ac.uk](http://www.recruit.ox.ac.uk).

Please note that you will receive an automated email from our e-recruitment system to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.



## Important information for candidates

### Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>.

The University's Policy on Data Protection is available at <https://compliance.admin.ox.ac.uk/data-protection-policy>.

### The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82** of 30 September before the 70th birthday. The justification for this is explained at <https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees, any employment beyond the retirement age is subject to approval through the procedures <https://hr.admin.ox.ac.uk/the-ejra>.

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

## Equality of opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.





## Oxford Saïd Exclusive Benefits

### Wellbeing initiatives

Oxford Saïd runs an annual Wellbeing Day for all staff. In addition to this, there is yoga, healthy food deliveries, health MOTs and a range of other ad hoc programmes. Our excellent catering facilities provide a high standard of food, including healthy eating and vegetarian options at a subsidised cost.

### Staff Summer and Christmas parties

Oxford Saïd like to reward all of their staff for their great work and their Christmas and Summer parties are our way of saying thank you. The Christmas party is for all staff and the summer party is for staff and their immediate family members, because we know how important family is to all of us.

### Employee Assistance provider

Validium is an employee assistance and wellbeing consultancy that works in partnership with the Business School to provide staff and their immediate family with a free 24-hour per day helpline providing confidential information and counselling services on personal issues.

## University of Oxford Benefits

### Annual leave

38 days (inc. public holidays). Long service additional annual leave – up to 5 days per annum, pro rata for part time employees. Previous service within higher education sector can be recognised. An additional scheme enables staff to request to purchase up to 10 additional days in each holiday year.

### Salary and salary sacrifice schemes

The University salary and grading structure allows for annual incremental progression until a scale-bar point is reached. This incremental progression is automatic. Additionally, there are salary sacrifice schemes for bicycles and electric cars. See <https://hr.admin.ox.ac.uk/staff-benefits>.

## Pension

If you are on an academic or academic related pay scale (grade 6 or above), you are automatically a member of USS. Employer contribution is 14.5% and Employee contribution is 6.1%.

If you are on a pay scale other than academic or academic related (grade 1-5) you are automatically a member of OSPS. Employee contribution can be between 4%- 8% and Employer contribution 6%-10%.

## University discounts

All University staff can purchase a NUS Extra discount card for £12 for 12 months (£22 for 2 years, £32 for 3 years) which gives access to numerous exclusive offers and discounts from many popular retailers. There are a wide range of other discounts from external companies available using a university card.

## University Club

Membership of the University Club is free for all University staff. The University Club offers social, sporting and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room and swimming pool. See [www.club.ox.ac.uk](http://www.club.ox.ac.uk) and <https://www.sport.ox.ac.uk/>.

## Access to Oxford buildings

Free access to a number of Oxford colleges, Botanic Gardens, Harcourt Arboretum, Wytham Woods and discount at numerous restaurants/shops.





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All information is correct at the time of going to press.

Please check our website for the most up-to-date information.

Saïd Business School, University of Oxford