**SENIOR BUSINESS ADVISER, KNOWLEDGE ECONOMY TEAM (Education)**

**China-Britain Business Council**

**Location: UK - Hybrid or Home-based depending on location**

**Salary: £38,000-£40,000 p.a.**

Does China excite and intrigue you? Are you keen to get to grips with the world's second largest economy? Are you hungry for a fresh challenge and more responsibility in a hugely rewarding role? Do you have a keen interest in collaboration between UK and Chinese universities supporting to deliver on innovation, entrepreneurship, and employability agendas?

If you have a proven track record of working in and with China and have experience of working in the Education sector particularly with Universities, this **Senior Business Adviser** role at the China-Britain Business Council (CBBC) could be just what you're looking for.

We are seeking a talented, creative, and dynamic business professional to join the team at the UK's leading organisation promoting business with China. You will be working closely with the Senior Leadership team responsible for membership, public affairs and our other sector specialists who cover our commercial work. You will report direct to the Chief Commercial Officer.

About Our Company:

The China-Britain Business Council (CBBC) is the UK’s leading China business organisation helping our Members and Clients grow their business with and between the UK and China, and promoting trade and investment links. Our mission is to help UK companies of all sizes and sectors, whether new entrants or established operations, access the full potential of the world’s second largest economy. We also support Chinese companies do business in the UK. Besides our membership programme we deliver a range of practical services, including advice and consultancy, market research, event management, and trade missions. Through 70 years of engagement, we have built up exceptional connections with government and business across China. For more information about us, please visit our website at http://www.cbbc.org

The China-Britain Business Council embraces diversity and flexible working. We warmly welcome applications from all qualified applicants.

Interested candidates are invited to send a detailed C.V. together with a cover letter explaining how your personality and experience meet our requirements. You must include **Senior Business Adviser – Knowledge Economy** in the subject line of your email and send to: **UKHR@cbbc.org**.

We regret that only short-listed candidates will be notified and that applicants who fail to provide a covering letter will not be considered. If you have not had a response within 7 days of the closing date below, then your application has not been taken forward to interview stage.

The closing date for applications is **Sunday 21 April 2024.**

**JOB PURPOSE**

The Education Sector is one of CBBC’s largest sectors with over 50 member universities, a strong programme of activities and bespoke policy analysis and content provided to Premium members and commercial clients.

This is a wide-ranging role with the opportunity to support clients across the HE sector as well as maintaining a keen focus on wider policy initiatives and changes that affect transnational education, academic exchange and research collaboration between the UK and China.

The role will also include engagement with university knowledge exchange offices, and incubation networks, including on relevant policy concerns (such as export controls, NSIA and IP protection) and to offer China briefings and China awareness to early-stage businesses.

**DUTIES**

As a member of CBBC’s UK-based Commercial team, working in close partnership with Commercial colleagues in China and the Membership team, you will be responsible for:

* Shaping a comprehensive membership programme for the knowledge economy and education sector member cohort
* Developing content and driving activity programmes including CBBC Education and Innovation Fora, which will add value to CBBC’s wider Membership offer
* Acquisition and retention of new clients and Members
* Growing revenue streams through the sale of CBBC Launchpad and other commercial services
* Servicing and care of existing CBBC Launchpad clients, project based clients and Member relationships, ensuring feedback is recorded in CBBC’s CRM
* Providing one-to-one consultations with businesses of all sizes and experience demonstrating China market expertise
* Public speaking at events and seminars in the UK
* Developing an in-depth understanding of key policy and market access issues impacting the knowledge economy
* Developing, enhancing, and maintaining relationships with key partners, including the Department for Business and Trade, Department for Education, British Council, other government departments and sector trade bodies
* Strategic outreach with University members to explore and develop support for Incubation partners and early stage companies
* Develop and maintain a solid understanding of the UK-China trade and investment relationship and what members need and want from their membership organisation.
* Deliver research into the UK market and design programmes for visiting Chinese clients and inward delegations in the higher education space
* You will also provide member intelligence to colleagues across the organisation including the Executive Management Team

**ESSENTIAL SKILLS**

* Substantial and recent China business experience, preferably in the university sector
* Demonstrable understanding of the concerns of and issues faced by UK companies across the education, particularly HE, sectors when working with and in China
* The ability to deal at senior levels and to deliver sound business solutions to widely differing types of companies and institutions
* Strong analytical and advisory skills
* Strong commercial acumen with a passion for business development and excellent client facing skills
* Self-motivated, with a flexible and entrepreneurial style of working
* Strong track record of delivering events and business briefings.
* Experience of building effective external relationships
* Self-starter and motivated, with the ability to work on own initiative, meet defined business targets and proactively impart/share knowledge
* Exceptional English language verbal and written communication skills
* Mandarin skills desirable but not essential
* Strong IT skills, in particular database use and record management
* Ability to prioritise, well organised, with a strong attention to detail
* Willingness to adapt and participate in / support team activities outside of the ”core role” as required
* **DESIRABLE EXPERIENCE**
* Experience of B2B business development
* Management skills
* Presentation skills