

Partnership Development Manager (6 Posts)

Job Ref: REQ171013

5 full-time positions and 1 part-time position

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Department summary

The University has developed long-standing collaborations with a variety of organisations including Government, charities, multinationals and SMEs. The nature of these long-term projects and enduring relationships is driven by our partners' business needs, but many of them grow from research undertaken across the University. This role will focus on shaping projects and will support the growth of the University's external income across a variety of funding sources keeping Loughborough University at the forefront of creating impact through excellent research and knowledge exchange.

Job Description

Job Grade: Management and Specialist Grade 7

Job Purpose

This role involves working closely with academic colleagues to develop partnerships with organisations, prepare funding applications and accelerate the translation of research outputs into social, economic and cultural impacts. This will include direct business engagement and networking, collaborations with external partners; business case development as well as encouraging the development of enterprise fellowships and secondments in/out of the University. The post holder will proactively establish and maintain key partnerships and networks relevant to the University's research and enterprise portfolio. You will be a member of the Partnership Development Team in the Enterprise Office.

Job Duties

- To support academic colleagues in developing their engagement with external partners, this may include opportunities for funding contract research, Knowledge Transfer Partnerships, bespoke short course provision, consultancy and enterprise fellowships.
- To work as part of a project team developing relationships with key stakeholders, to include Local Enterprise Partnerships, local authorities, business, public and voluntary organisations.
- To seek opportunities to access and secure funding for the development of knowledge exchange activity.
- To support individual members of academic staff and researchers across the University in accelerating the outcomes of their research, and specifically improving the wider impact of their research.
- Develop networks internally and externally to enable researchers and academics to grow research and enterprise activities.
- To work closely with Associate Deans of Enterprise to develop partnerships with organisations of strategic importance to individual academic Schools and wider University.
- To represent the University externally as appropriate.
- To provide secretariat support as required from time to time

- To engage with external organisations to identify work based learning opportunities for students, including projects, placements, internships and volunteering.
- To utilise a variety of mechanisms to stimulate collaborations with external organisations.
- Work closely with colleagues in Professional Services, the academic Schools and the wider University to develop strategic partnerships with external organisations.

Other

- To undertake any other duties which may reasonably be required by the Head of Partnership Development that are commensurate with the nature and grade of the post
- To engage in training programmes which are consistent with your own needs and aspirations of those of the Enterprise Office
- This role may require some flexibility in working hours

Points to Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Special Conditions

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

Organisational Responsibility

Reports to the Head of Partnership Development.

Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

Essential Criteria

Area	Criteria	Stage
Experience	Experience of operating in the national and international innovation environment and knowledge of the associated funding landscape and modes of collaboration	1, 3
	Experience of supporting and drafting successful innovation funding applications ranging in value and impact	1, 2, 3
	Significant experience of developing long term strategic partnerships with external organisations and successfully maintaining a network of contacts	1, 3
	Experience of supporting collaborative knowledge exchange projects in an academic, industrial or public sector setting	1, 3
	Experience of adapting own skills to new circumstances	1, 3
	Experience of delivering presentations and communicating to staff at all levels internally and externally	1, 3
	Experience of working in a business support environment	1, 3
	Experience of diagnostic / matchmaking activities between internal / external stakeholders	1, 3
	Experience of driving large multi-stakeholder projects	1, 3
Skills and abilities	Excellent project management skills	1, 3
	Effective communication skills; written, verbal and report writing	1, 2, 3
	Excellent financial, internet and IT skills	1, 2, 3
	Excellent analytical skills with the ability to interpret and disseminate information from complex strategic documents	1, 3
	Evidence of skills of persuasion and diplomacy	1, 3
	Proven capacity to work flexibly, independently and as part of a team	1, 3
	Ability to prioritise workload, work to deadlines, and use initiative where appropriate	1, 3
	Ability to develop creative approaches to problem solving	1, 3
	Proven ability to write successful, high quality funding proposals and/or business plans	1, 3
Training	A willingness to undertake further training as appropriate and to adopt new procedures as and when required	1, 3
Qualifications	A degree. Applications particularly welcomed from applicants with a degree/background in Arts, Humanities, Life Sciences or Engineering	1, 3
Other	Commitment to observing the University's Equal Opportunities policy at all times	1, 3

	Willingness to work outside normal office hours occasionally to meet the demands of the job	1, 3
	Able to travel in the UK	1, 3

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of leading the facilitation of internal /external workshops	1, 3
Skills and abilities	Understanding of contract development and negotiation	1, 3
	An understanding of and an empathy with the research environment of the University and its significance for the University, its Schools' individual researchers, students and the wider community	1, 3

Conditions of Service

All 6 positions are open-ended, 5 posts are offered on a full-time basis and 1 post is part-time (0.5 FTE, 18.5 hours per week). Salary will be on Management & Specialist Grade 7, £39,992 - £47,722 per annum, subject to annual pay award and at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Academic and Related staff/Operational and Administrative staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements.

We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

Informal Enquiries

Informal enquiries should be made to Kathryn Burchell, Head of Partnership Development by email at k.d.burchell@lboro.ac.uk or by telephone on 01509 228493

Applications

The closing date for receipt of applications is **22 November 2017**. Interviews will be held on the following 3 dates:- **29 November 2017 (pm), 30 November 2017 (pm) & 1 December 2017 (am)**

Please clearly state on your application whether you would like to be considered for a full-time or part-time position.

