

Learning Partnerships Manager

Job Ref: REQ171240

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

School/Department Summary

Loughborough is one of the UK's leading research-intensive Universities with internationally recognised strengths. Our [outstanding research](#) generates globally important work that is driven by society's need for solutions to real-life issues. In June 2016, Senate approved our ambitious new plans for research known as the CALIBRE (Collective Ambition at Loughborough for Building Research Excellence) framework. CALIBRE is an inclusive, comprehensive and forward-looking articulation of the research component of the University's [Building Excellence](#) strategy. Building Excellence sets out our ten-year vision in which research, teaching, enterprise and sport are integrated within four central themes. CALIBRE's 8 programmes (Research Leaders, Ambition, Beacon, Adventure, Thought Leadership, Global Challenges, Here to Stay and the Doctoral College), to be launched in 2016-17, align directly with the strategy themes and show how we can reach our collective ambition to deliver impactful world-class research across all disciplines. At the heart of the CALIBRE framework are the diverse but focussed research strengths driven by all 10 of our Schools, including our newly opened campus in London on the Queen Elizabeth Olympic Park.

Loughborough University London (LU LDN) successfully opened in September 2015 and is a strategic initiative to grow the size of the University, open new markets, enhance partnerships with business, commerce, enterprise, industry, government and international HEIs, and grow the number of Postgraduate students within the University: <http://www.lborolondon.ac.uk/>

Loughborough University London prides itself on the high calibre of graduates it produces, and provides great opportunities for students to develop the skills and attributes they need to progress successfully in their chosen careers. 'Enterprise Through the Curriculum' is its programme of events, workshops and experiences that are interwoven into the curriculum to provide real career benefits to its students and graduates.

A key part of this curriculum model is the Collaborative Project module. For the duration of the module, multi-disciplinary student teams work to solve a problem or objective put forward by an external organisation. Students also can work with or in companies/organisations as part of their dissertation giving opportunities for them to gain experience.

This innovative approach enables students to explore innovative and creative solutions to real life problems, as well as discover new ways of thinking about and addressing problems. As a consequence the university is better able to develop new partnerships that can in future enhance collaborative opportunities.

Job Description

Job Grade: Management and Specialist, Grade 7

Job Purpose

To provide development support and leadership to deliver learning partnerships with organisations, communities and companies and our academic staff that enhance our curriculum and continue to deliver a world class student experience. The key learning partnerships include the Collaborative Project and Dissertation modules, but will also involve other initiatives that engage teaching research and enterprise activities within academia.

The Collaborative Project is a credit bearing module that is compulsory for all students. It involves students working on real challenges set by organisations/companies sourced by the postholder. Students are placed in multi-disciplinary teams and given support from a lead academic to dissect the problem and come up with solutions. Our Dissertation is a credit bearing module that is compulsory for all students. Students complete a research project either on their own or in or with an organisation/company sourced by the postholder.

The other expected initiatives may include, but will not necessarily be limited to, tailor-made learning engagements, short courses, workshops, developing strategic learning partnerships and supporting widely the LU LDN enterprise related learning and research activities. It is recognised that the iterative engagement in the enterprise area (organisations, communities and companies) in learning activities also creates novel research opportunities. The position is expected to actively contribute to the bridging between learning activities and emerging research opportunities.

This post will be based at Loughborough University London's Campus on the Queen Elizabeth Olympic Park.

Job Duties

Learning Partnerships

- Work with Institute Directors and Programme Managers to identify, develop and maintain key relationships to enhance the curriculum.
- Support academic colleagues to deliver project or problem based learning opportunities that connect external organisations and companies to the curriculum at Loughborough University London – Specifically sourcing research projects/problems from companies/organisations for the Collaborative Project and Dissertation modules in addition to looking to enhance other learning opportunities for other modules, initiatives and research driven engagement.
- Alongside the Academic module leader, lead the operation of the Collaborative Project module across our campus in London – This includes developing and delivering systems to successfully manage the different project functions for students, companies/organisations and staff.
- Alongside the Academic module leader, lead the operation of the Dissertation module across our campus in London for our Dissertation module in London.
- Deliver training and information events and workshops for staff and students to enhance understanding of how learning partnerships work.
- Support companies/organisations to shape student challenges, support and develop systems of communication and feedback between the teaching team, student teams and companies/organisations.
- Manage the relationships with clients to ensure that student learning outcomes and where possible client expectations are met.
- Work with colleagues to progress and maintain relationships with key business, public and voluntary organisations so that there is a pipeline of projects for learning partnerships.
- While recognizing that the main inputs are into learning engagements, ensure that these external relationships can feed iteratively into research engagements.
- Plan and deliver networking events and talks that support opportunities for students to connect with employers.
- Manage a budget relating to the above activities.

General Duties

- Represent Loughborough University London internally and externally, as appropriate.
- Carry out specific administrative roles and functions as may be reasonably required e.g. to take part in or act as chair of committees, boards and working groups, whether within the University or externally, as appropriate.
- Engage with and support training programmes in the University.
- Develop resources and web content to support the remit of the Enterprise through the Curriculum team.
- Undertake such other duties as may be reasonably requested and that are commensurate with the nature and grade of the post.

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.

This work may require frequent travel to meet with companies/organisations and other stakeholders, and consequently may require some flexibility with regard to working hours.

The post holder may be required to occasionally travel to our Home campus in Loughborough including overnight stays.

Organisational Responsibility

Reports to: The post holder will report to the Loughborough University London Operations Director Chris Euden.

Person Specification

Your application will be reviewed with respect to meeting the essential and desirable criteria listed below. 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	Leadership experience gained within university, business or public sector settings including: <ul style="list-style-type: none"> project management leading collaborations managing budgets 	1,2,3
	Experience of working with students and staff to shape services and activities through structured feedback sessions	1,2,3
	Experience of Managing and supporting others	
	Experience of leading teams, delivering training and developing continuing professional development opportunities.	1,2,3
	Experience in dealing with delivery challenges in project based learning opportunities for students.	1,2,3
	Significant experience of leading teams, delivering training and	
	Significant experience of academically oriented interaction in engaging, developing and maintaining partnerships in learning and research.	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	1,2,3
Skills and Abilities	Experience of securing partnerships with business, commercial or third sector organisations	1,3
	Effective communication skills: verbal and written, including report/proposal writing and editing skills	1,2,3
	Excellent project management, financial and ICT skills	1,3
	Excellent analytical skills with the ability to interpret and disseminate information from complex strategic documents	1,3
	Excellent relationship builder with advanced interpersonal skills able to build and use rapport to support the strategic aims of the university	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 develop creative approaches to problem solving	1,2
	Ability to manage multiple projects, prioritise workload, work to deadlines, and use initiative	1,3
Training	Demonstrate evidence of having a positive attitude to continuous professional development	1,3

	Willingness to undertake training as appropriate	1,3
Qualifications	A good honours degree or equivalent professional experience	1
	Postgraduate qualification or equivalent experience in a relevant area	1,3
Other	Evidence of a good working knowledge of equal opportunities and understanding of diversity in the workplace, and a commitment to observing the University's Equal Opportunities Policy and other relevant policies always	1,3
	Willingness to travel occasionally where appropriate	1,3

Desirable Criteria

Area	Criteria	Stage
	Experience of developing learning outcomes for taught programmes	1,3
	Experience of driving large multi-stakeholder projects	1,3
	Demonstrated ability to support module and programme development.	1,3
Skills and Abilities	A sound understanding of the structure of universities and issues facing the UK higher education sector, for example: <ul style="list-style-type: none"> Enterprise and development funding opportunities in UK HE. the challenges faced in recruiting students to UK HE. (1) the requirements of students in preparation for work 	1,3

Conditions of Service

The position is full-time and open-ended. Requests for Job share and part time working may be considered in exceptional circumstances. Salary will be on Management and Specialist Grade 7, £39,992 to £47,722 per annum, plus £3,085 London allowance, subject to an annual pay award, 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, 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>

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 Mr Christopher Euden, Operations Director – Loughborough University London at c.euden@lboro.ac.uk

Applications

The closing date for receipt of applications is **Friday 19 January 2018**. Interviews will be held in **Late January/Early February 2018**.