

Partnership Development Manager (Maternity Cover)

Job Ref: REQ191113

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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 Research & Enterprise Office plays a leading role in shaping and delivering the University's research and enterprise activities and provides a high quality, added value and seamless service to researchers across the research development pipeline. The Office incorporates a number of different teams that provide support for nurturing partnerships and collaborations; identifying and applying for funding; managing research projects and assuring compliance with policy; improving the visibility of research outputs; fostering the impact, intellectual property and commercialisation of research; and the nurturing of research leadership skills through training and skills development programmes. The Research & Enterprise Office also works closely with other Professional Services across the University, notably Legal Services, Registry, Student Services, Finance and HR.

Job Description

Job Grade: Management and Specialist Grade 7

Job Purpose

This role involves working closely with partners, academic colleagues and researchers identifying the most appropriate framework for collaboration. This will include direct business engagement and networking, scoping academic and partner requirements for collaboration; business case development, sourcing funding opportunities and contract negotiation. The post holder will proactively broker and manage 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 Research & Enterprise Office, working closely with the academic and professional services colleagues across the university with particular support for the School of Aeronautical Automotive, Chemical and Materials Engineering.

Job Duties

- To support academic colleagues in developing their engagement with external partners, this may include identifying opportunities for contract research, Knowledge Transfer Partnerships, bespoke short course provision, degree apprenticeships, consultancy and collaborative funding applications.
- To work as part of a project team developing relationships with key stakeholders, to include Local Enterprise Partnerships, funding bodies, local authorities, business, public and voluntary organisations.
- Working closely with School leadership teams play a lead role in identifying and brokering partnerships with organisations of strategic importance to individual academic Schools and wider University.
- To lead the co-ordination of strategic institutional knowledge exchange funding applications.
- To advise and support academic and professional support colleagues with regard to the identification of funding opportunities for the development of knowledge exchange activity.
- Promote knowledge exchange funding opportunities as appropriate. Keep up to date on policy and funding programmes, disseminating information as appropriate.

- To advise and support academic and research colleagues across the University in accelerating the outcomes of their research, and specifically improving the wider impact of their research. This will include support with identifying the most appropriate funder(s) and collaborator(s), pricing, terms of engagement and routes to impact.
- To prepare, deliver and/or facilitate training sessions for academic and research colleagues in support of knowledge exchange activity.
- To represent the University at events and external working groups as appropriate.
- To provide secretariat support as required from time to time

General Duties

- 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 Research & 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 in science and/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

This is a fixed term maternity cover position. Salary will be on Management & Specialist Grade 7, £41,526 - £49,553 per annum, 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/>

Applications

The closing date for receipt of applications is **Sunday 15th December 2019**.

Interviews will be held on **Tuesday 7 January and Wednesday 8 January 2020**.