

## Partnership Development Associate

Job Ref: REQ191136

**As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.**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 6

### Job Purpose

The aim of the post is two-fold; the first is to provide support to academic researchers seeking to undertake and deliver knowledge exchange activities through-out the whole life cycle (e.g. bid development and costing, submission, contract negotiation, post award financial monitoring) and the second is to generate internal research and enterprise portfolio reports for strategic and monitoring purposes and external formal returns to Government funding bodies, as appropriate.

To deliver the first aim, the post holder will line manage a Partnership Development Assistant to support the development of high quality knowledge exchange project proposals and ongoing financial management, working with the Partnership Development Managers on strategic project proposals whilst also liaising directly with academics. The post holder will provide advice and assistance in relation to the costing, pricing, reviewing and checking of all submissions against funder criteria and the submission to the funder, ensuring the incorporation of appropriate central strategic information and statements in applications. In addition, the post holder will be required to provide a contracts negotiation service, ensuring that the appropriate contractual agreements are put in place in a timely and effective manner and reflecting the needs of the University and those of the funder and /or other parties. Working with the Legal Services team will be required where more complex contracts and agreements are required.

Secondly, the post holder will be required to collate data, analyse and produce management reports on research and knowledge exchange applications and awards for Senior Management, and submit annual returns to funding bodies such as the Research Councils. This will require working closely with colleagues across the Research & Enterprise Office, Schools and other Professional Services.

## **Job Duties**

### Knowledge Exchange project proposal support

- To work with academics providing guidance and support to submit applications for knowledge exchange funding, to include Innovate UK, Research Council follow-on funding and Enterprise Projects Group (an internal group that allocates block grant funding in support of enterprise activity).
- To provide advice to academic staff on the accurate costing and pricing of funding applications using the University's Agresso system. This will include providing guidance on the funders eligibility criteria, claim process and reporting requirements.
- To review and negotiate contracts with external collaborators/funding bodies to ensure that they are fit for purpose and that risks and omissions are identified and addressed in accordance with the University's governance process.
- Responsible for ensuring funding, audit and reporting deadlines are adhered to.
- Monitor project balances and ensure timely invoicing and collection of expenditure and support with claims, reporting and statements as required.
- To represent the University on regional and national working groups associated with innovation and knowledge exchange projects.
- To maintain and proactively develop a network of contacts internally and externally.

### Management Reporting

- To support the co-ordination of formal data returns, for example the University's annual returns to the Higher Education Funding Council for England, the Engineering and Physical Sciences Research Council and Innovate UK.
- To support cross Research & Enterprise data collection, analysis and benchmarking information on research and knowledge exchange activity.
- Identify areas for improvement in efficiency by performing reviews of workflow and introducing new systems/processes where appropriate.
- To ensure that any changes to eligibility and reporting requirements of funding bodies are captured, communicated and systems modified accordingly.
- To co-ordinate responses to consultations and reports to external funding bodies.

### **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  
Responsible for Partnership Development Assistant

## 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
<b>Experience</b>	Experience of advising and supporting project teams on costing and pricing, eligibility criteria and reporting requirements.	1, 3
	Significant experience of working in a complex environment with multiple stakeholders, dealing with financial, contractual and project focussed issues in a large organisation.	1, 3
	Experience of securing knowledge exchange funding and managing the collaboration through the full project life cycle.	1, 2, 3
	Experience of working in a team based environment.	1, 3
	Experience of project management in public, private and/or voluntary sector organisations.	1, 3
	Experience of collating and analysing data to produce management reports.	1, 3
<b>Skills and Abilities</b>	A high degree of numeracy and confidence with figures, budgets and data with the ability to produce and deliver management reports.	1, 3
	Ability to influence change at all levels within a project and maintain effective working relationships.	1, 3
	Excellent IT skills including Microsoft Office.	1, 3
	Ability to work on own initiative with little supervision and as part of a team.	1, 3
	Excellent interpersonal skills and the ability to work as an effective part of a team as well as independently as required.	1, 3
	Strong organisation skills with the ability to multi task, prioritise and take responsibility for meeting deadlines, while ensuring a high level of attention to detail is maintained at all times.	1, 3
<b>Training</b>	A willingness to undertake further training as appropriate and to initiate and adopt new procedures as and when required.	1, 3
<b>Qualifications</b>	A degree in any discipline, or equivalent professional experience.	1, 3
<b>Other</b>	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

## Desirable Criteria

Area	Criteria	Stage
Experience	Project accounting experience and/or experience of supporting complex funding applications, including costing and pricing.	1,3
	Experience of using Agresso, customer relationship management and contract management tools.	1, 3
Skills and Abilities	Understanding of contract development and negotiation.	1, 3

## Conditions of Service

The position is full-time and fixed-term until the end of March 2021. Salary will be on Management & Specialist Grade 6, £30,942 to £40,322 per annum, 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 Grades 6 and above 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 **Tuesday 31 December 2019**. Interviews will be held on **Friday 17 January 2020**.