

## Partnership Development Manager (SME Support Programmes)

Job Ref: REQ210244

**As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.**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

The role involves delivering against specific business support programme objectives, providing innovation advice and support to SMEs seeking to grow their business, develop competitive new products and/or adopt new technologies. This will include direct business engagement, account management, networking and identifying opportunities for collaboration between the SME and the university. The post holder will proactively broker and manage key partnerships and networks relevant to the university's SME engagement activities, identifying sources of funding for future SME support programmes and prepare bids to secure this funding. You will be a member of the Partnership Development Team and work closely with colleagues across Professional Services.

### Job Duties

- To diagnose the innovation and growth needs of businesses in supported sectors and work with them to develop a comprehensive business support plan, including signposting to specialist intensive support providers or to other relevant support networks/programmes.
- To perform an account management role for these businesses and help them access support from the University. Maintain all relevant paper and electronic records in accordance with GDPR.
- To manage individual SME applications for financial and non-financial support from the iNet support programmes and monitor the outcomes.
- To work as part of the Partnership Development team to develop programme processes and administration systems in line with best practice and funder governance.
- To identify opportunities for contract research, Knowledge Transfer Partnerships, bespoke course provision, degree apprenticeships, work-based learning opportunities for students, consultancy and collaboration and passing them to colleagues for further development.
- To keep up to date on policy and funding programmes, accredited specialist providers and enablers of

innovation support, disseminating information as appropriate.

- To build and maintain close working relationships with relevant academic bodies at Universities in the Midlands, technical Centres of Excellence, and government agencies and to readily access any specialist support that they offer.
- To enable businesses to use the project's links with regional technology trade bodies, other local businesses and universities, exploring opportunities for value creating collaboration and partnerships, strengthening the technology base to meet current and future business challenges.
- 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 take the lead on organising sector specific innovation related events and to represent university at regional and local networking/training events and external working groups as appropriate
- To seek opportunities to access and secure funding for the development of business support programmes, ensuring that the bids coincide with SME support needs and are deliverable.
- To design and conduct surveys aimed at establishing future business support needs. Use the survey results and knowledge of the SME community to develop support programmes in line with Government economic growth strategy.
- 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 Research and Enterprise Office
- This role may require some flexibility in working hours

### **Points to Note**

This post is part financed through the European Regional Development Fund [ERDF]. 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 working in a business support environment and knowledge of the associated funding landscape	1, 3
	Experience of leading SME business reviews and carrying out essential company due diligence	1,3
	Experience of applying programme eligibility criteria and regulations	1, 3
	Experience of operating in the national innovation environment and knowledge of the associated funding landscape and modes of collaboration	1, 3
	Experience of supporting and drafting successful funding applications ranging in value and impact	1, 2, 3
	Experience of developing long term strategic partnerships with external organisations and successfully maintaining a network of contacts	1, 3
	Experience of adapting own skills to new circumstances	1, 3
	Experience of delivering presentations to and communicating with staff at all levels internally and externally including SME business leaders	1, 3
	Experience of diagnostic / matchmaking activities between internal / external stakeholders	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, company accounts and business plans	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
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 relevant to supported sectors and/or Business	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
	Proven ability to write successful, high quality funding proposals and/or business plans	1, 3
	Experience of driving large multi-stakeholder projects	1, 3
	Experience of supporting collaborative knowledge exchange projects in an academic, industrial or public sector setting	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 part time .80 FTE, fixed term position to the end of June 2022; with possible extension if funding confirmed. Salary will be on Management & Specialist Grade 7, £41,526 - £49,553 pro rata 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/>