Loughborough University

Partnership Development Associate (SME Support Programmes)
Job Ref: REQ221128

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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 & Innovation Office plays a leading role in shaping and delivering the University's research and innovation 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 & Innovation 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

This role involves working as part of the Partnership Development team, providing research support services to European Regional Development Fund (ERDF) related projects. These projects support local Small and Medium Enterprises (SMEs) to access research and development funding and where possible in collaboration with the University. As a member of the Partnership Development Team in the Research and Innovation Office you will be working closely with colleagues in and across the University, wider stakeholders, funders and external organisations. You will also proactively seek funding for continuation and assist with preparing funding applications

Job Duties
- To provide a research and information service
- To identify sources of information on business and economic performance, research papers, current and future planned research in respective HEIs
- To create and maintain a database of any relevant research and development being carried out by companies in the locality
- To analyse and diagnose support required to businesses and research groups involved in collaborations, and broker them to specialist innovation service providers, to enable future development and exploitation of innovation projects
- To provide a research service on behalf of the Innovation advisors and their client companies, and supplying them with linkages and information to support their innovation requirements
- To build and maintain close working relationships with relevant departments within universities and develop similar connections with relevant research groups nationally, and internationally where appropriate.
- To assist with event compilation and delivery as required by the projects

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European Regional Development Fund

- To input into regional research commissioned by funding bodies and carrying out other designated research tasks as required
- Use sectoral knowledge and technical awareness to support developers of emerging technologies in new collaborations between businesses and universities in the region
- To represent the University at regional and national technology awareness, networking and training events and make presentations to industry and academia
- Travelling to industrial and academic collaborators within the UK
- Publishing the outcomes of research on behalf of the project
- 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 assist with seeking opportunities to access and secure funding for the development of new projects
- To provide secretariat support as required
- To utilise a variety of mechanisms to stimulate collaborations 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 Innovation 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 Programme Manager (SME Support Programmes).

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	Research and development experience in an academic or industrial environment	1, 3
	Experience in work or interaction within an industrial environment	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
Skills and abilities	Ability to write project reports and give presentations to large and small groups	1, 3
	Effective communication skills; written, verbal and report writing	1, 2, 3
	Excellent internet and IT skills	1, 2, 3
	Excellent analytical skills with the ability to interpret and disseminate information from complex strategic documents	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
Training	A willingness to undertake further training as appropriate and to adopt new procedures as and when required	1, 3
Qualifications	A degree or equivalent in relevant discipline	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
	Experience of supporting and drafting successful funding applications ranging in value and impact	1, 3
	Experience of publishing research or development outcomes and of formally presenting results	1, 3

Area	Criteria	Stage
	Experience of supporting collaborative knowledge exchange projects in an academic, industrial or public sector setting	1, 3

Conditions of Service

This is a fixed term post part financed through the European Regional Development Fund [ERDF] until 31 March 2023 working .60FTE (22.50 hrs/week). Salary will be on Management & Specialist Grade 6. £32,348 per annum pro rata, 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 Adele Wilkinson by email at a.m.wilkinson@lboro.ac.uk or by telephone on 01509 635272

Applications

The closing date for receipt of applications is Sunday 2nd October 2022. Interviews will be held week commencing 10th October 2022.