

Partnership Development Manager (2 roles available)

Job Ref REQ230572

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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 and Innovation (RIO) 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 several 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 RIO also works closely with other Professional Services across the University, notably Legal Services, Registry, Student Services, Finance and HR.

The Partnership Development Team manages and supports the growth of the University's partnership portfolio, to advance the University's reputation for world-class research. Following the launch of the University's new strategy 'Creating Better Futures. Together.' we are seeking to support, shape, develop and implement the University's Strategy in regard to its' research, innovation, and partnership ambitions, in conjunction with academic leaders, partners and funding bodies. The Pro Vice Chancellor for Research and Innovation (PVC-RI) has strategic responsibility for research and innovation and a new research framework is under development creating an exciting opportunity to join and influence the direction of travel. Loughborough University is recruiting two Partnership Development Managers (PDMs) to support its exciting ambitions to increase research and innovation income over the next few years.

Job Description

Job Grade: Management and Specialist Grade 7

Job Purpose

The post holder will provide cross-cutting institutional partnership development support working closely with academic colleagues and other professional service colleagues to collaborate with external organisations. This will include direct business engagement and networking, identifying growth potential of existing and future partners, scoping collaborations, business case development, horizon scanning funding opportunities and account management of strategic partners.

The post holder(s) will provide partnership development support to academic and other professional service colleagues to develop collaborative partnerships with organisations, scoping, delivery and preparation of large, strategic, multi-disciplinary, cross-cutting innovation led funding applications emerging from the research and innovation and partnerships strategy and delivery plan as well as other aligned cross-University delivery plans (known as 'Core Plans'). These two roles will have a primary focus, one in Sport, Physical Activity and Health and Wellbeing and the other on innovation led funding. A background in these specific areas is not a requisite for these positions as a programme of training and development will support will be in place to support these roles.

The portfolio of partnership development activities to include specific programme areas, and types of funders will be defined as part of the annual review process, objective setting and through regular meetings between the Head of Partnership Development and Knowledge Exchange and the post holder in liaison with Academic Leads.

Job Duties

Partnership Development

- Play a lead role in the development and delivery of partnership activity aligned with the University's Core Plans, working closely with Associate Deans for Research and Innovation and Academic Leads, colleagues within the RIO and other Professional Services.
- Play a lead role in the scoping and preparation of major innovation led multi-disciplinary, cross-cutting and/or strategic funding applications, for example with Innovate UK.
- Co-ordinate, steer and support the development of university-wide bids, centres and institutes and strategic initiatives identified via a partner, strategy/development groups, PVC-RandI, or Director/Deputy Director of the RIO, including identifying emerging opportunities for further partnership.
- Work closely with academic colleagues and other professional services colleagues to develop their understanding and ability to identify, develop, plan, and evaluate impact from their research. This may include a programme of training and development of online resources.
- To work closely with academic and Professional Services colleagues to ensure opportunities for future impact and knowledge exchange are developed and embedded within research and innovation applications, and that relevant partnerships to enable this to happen effectively are identified and cultivated.
- Develop networks internally and externally to enable researchers and academics to grow research, impact, innovation, and partnership activities. Where appropriate these will be in conjunction with colleagues from other Professional Services.
- As part of partnership development activity, work closely with colleagues across the University to support the formation and/or enhancement of partnerships with business, public and voluntary organisations, on one-off specific projects, and areas of complementarity.

Leadership

- Where required, provide leadership and line management for a team of Partnership Development Associates. This team provides support relating to Knowledge Transfer Partnerships, Impact, Knowledge Exchange, and Partnerships.
- Work within a team of Partnership Development Managers to prioritise the work of the Partnership Development Associate Team to meet specific deadlines.
- In collaboration with the Head of Partnerships and Knowledge Exchange set and monitor clear objectives for the Partnership Development Associates, foster communication, and collaborative working across the RIO.
- Manage staff recruitment, selection and induction accordance with the University's policies and procedures.
- Manage the continuing and professional development needs of the Partnership Development Associates; conducting Personal Development Reviews (PDRs) and assessing the training and development needs of individual team members to ensure that they develop and maintain specialist knowledge and adequate support in relation to their work responsibilities.
- Work with the Research Development Managers, Senior RandI Support Manager, and other line managers in the RIO to ensure shared working practises, staff development and collaborative approaches to working.
- Use matrix management to work across organisational boundaries to ensure a high-standard coherent and cohesive service that understands and responds to often complex needs.

Other

- To undertake any other duties which may reasonably be required by the Head of Partnerships and Knowledge Exchange 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 RIO.
- Represent the RIO and the University 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.
- Undertake such other duties as may be reasonably requested and that are commensurate with the nature and grade of the post.
- 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 and Procedures.

All staff should hold a duty and commitment to always observing the University's Equality and Diversity policy and procedures. Duties must be carried out in accordance with relevant Equality and 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 Partnerships and Knowledge Exchange.

May be responsible for a team of Partnership Development Associates.

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 led funding applications ranging in value and impact	1, 2, 3
	Significant experience of initiating and developing long term strategic partnerships with external organisations and successfully maintaining a network of contacts	1, 3
	Experience of advising on and/or undertaking evidence-based evaluation of objectives	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 leading the facilitation of internal /external workshops	1, 3
	Experience of team leadership matrix and / or line management	1, 2, 3
Skills and abilities	Excellent project management, financial and ICT skills	1, 3
	Effective communication skills: verbal and written, including report/proposal writing and editing skills	1, 2, 3
	Excellent analytical skills with the ability to interpret and disseminate information from complex strategic documents and funding calls	1, 3
	Strong people management and team leadership skills.	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 manage multiple projects, prioritise workload, work to deadlines, and use initiative	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 good honours degree or relevant professional experience.	1, 3
Other	Evidence 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 at all times	1, 3
	Willingness to work outside normal office hours occasionally to meet the demands of the job	1, 3

	Willingness to travel occasionally where appropriate	1, 3
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Desirable Criteria

Area	Criteria	Stage
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
	An understanding of the Research Excellence Framework and Knowledge Exchange Framework and the evidence requirements relating to impact	1, 3
Experience	A good working knowledge of the Knowledge Transfer Programme and Innovate UK funding.	1, 3
Qualifications	A good honours degree in fields relevant to sport, exercise and health.	1, 3

Conditions of Service

This is a full-time open-ended position. Salary will be on Management and Specialist Grade 7, £44,414 - £52,841 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 several 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/>