

## Partnership Development Manager (Part Time 0.6FTE)

REQ231123

**As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.**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 (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 regarding its' research, innovation, and partnership ambitions, in conjunction with academic leaders, partners and funding bodies.

### Job Description

#### Job Grade: Management and Specialist Grade 7

#### Job Purpose

To provide 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 across the research strengths of the University to accelerate the translation of research outputs into social, economic, and cultural impacts. The post holder will work as part of a wider team of Partnership Development Managers to support priority areas emerging from the University Strategy and Core Plans.

This post will have a primary focus on supporting the School of Social Science and Humanities across its five divisions: Communication and Media; Criminology, Sociology and Social Policy; English; Geography and Environment; and International Relations, Politics and History. The post holder will work particularly closely with the School Academic Leadership Team to support partnership development, knowledge exchange and policy creation where the emphasis is on social sciences and humanities, social enterprise, creative arts and environmental sector. This could include developing links and relations with a broad range of organisations such as large corporates, local authorities, government department, National Governing Organisations, policy makers and charitable trusts.

Candidates with experience or knowledge of the innovation led funding landscape and partnership development opportunities in one or more of these divisions or areas would be an advantage, however training will be provided for the right candidate.

The post holder will have responsibility for managing some key partnerships and networks relevant to the University's Strategy 2030 'Creating Better Futures. Together' and Core Plans, identifying opportunities for translating research and innovation into impact.

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. You will be a member of the Partnership Development Team in the RIO.

## **Job Duties**

### **Partnership Development**

- Play a lead role in the development and delivery of partnership activity and account management 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 identifying, scoping and preparation of major innovation led multi-disciplinary, cross-cutting and/or strategic funding applications specifically related to social science and humanities.
- 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-R&I, 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.
- To support academic colleagues in developing their engagement with external partners, this may include brokering relationships, identifying funding opportunities that support the impact agenda such as UKRI Innovate UK, and/or looking for mechanisms to collaborate, for example contract research, bespoke short course provision, consultancy, and innovation fellowships.
- 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 will include ensuring that appropriate evidence and information is identified, collated, and recorded.

### **Leadership**

- Provide leadership and project management for matrix and/or collaborative, multi-disciplinary, cross-cutting and/or strategic projects with partners.
- Work with the Research Development Managers, Senior R&I 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 internal and external stakeholder requirements.
- Work with the other Partnership Development Managers to manage the continuing and professional development needs of other members of the team; where appropriate acting as Probation Adviser and/or workplace mentor and feeding into Personal Development Reviews (PDRs).
- Work within a team of Partnership Development Managers to prioritise the work of the Partnership Development Associate Team to meet specific deadlines.

## **Other**

- To undertake any other duties which may reasonably be required by the Head of Partnerships & 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.

## **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 always observing the University's Equality & Diversity policy and procedures. 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 and Knowledge Exchange within the RIO.

## 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 UK and international innovation environment and knowledge of the associated funding landscape and modes of collaboration associated with social science and humanities	1, 3
	Experience of supporting and drafting successful innovation 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 effectively with 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 an /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 in fields relevant to social science and humanities	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	3
	Willingness to work outside normal office hours occasionally to meet the demands of the job	3

	Willingness to travel occasionally where appropriate	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

### Conditions of Service

This is an open ended 0.6 FTE position. Salary will be on Management & Specialist Grade 7, £45,585 - £54,395 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/>