

Partnership Development Manager – Creative Technologies

Job Ref: REQ240041

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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

CRAIC is the Creative Research and Innovation Centre based at Loughborough London. This post will be based at CRAIC, working as part of a new Foresight Lab being established as a key component of the AHRC CoSTAR programme.

Convergent Screen Technologies And performance in Realtime (CoSTAR) is a new network infrastructure designed to drive innovation in emerging technologies across screen and performance. Supported by UK Research and Innovation through the Arts and Humanities Research Council, the CoSTAR network is formed of five labs, based across the UK and bringing together a diverse range of partners across academia and the creative industries.

Alongside the other labs, CoSTAR's Foresight Lab (F Lab) will deliver a robust programme to address the acknowledged gaps in understanding how creative businesses are deploying these advanced creative media technologies, and the impacts of these deployments. Led by Goldsmiths, in collaboration with Edinburgh and Loughborough Universities and the BFI, the Foresight Lab will leverage an unrivalled team and network, comprising world-leading players in the creative technology R&D space from both academic institutions and industry, across the UK.

CRAIC leads the Impact and Policy programme of the F Lab, in collaboration with the other Labs, with industry, policy and academic partners.

Job Description

Job Grade: Management and Specialist Grade 7

Job Purpose

To provide support to the CoSTAR Foresight Lab Executive team to develop collaborative partnerships and policy related relationships. The post holder will work as part of a wider Impact and Policy team, in partnership with the British Film Institute, supporting work with policy, industry and academic stakeholders across the Creative Industries.

The post holder will work particularly closely with Professor Graham Hitchen, the Foresight Lab Director for Policy and Impact and Co-Director of CRAIC, to support partnership development, knowledge exchange and policy creation. This could include developing links and relations with a broad range of organisations such as government departments, industry trade bodies, research councils, and other policy makers.

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 CoSTAR F Lab Director of Policy and Impact and the post holder.

Job Duties

Partnership Development

- Play a lead role in the development and delivery of partnership activity and account management aligned with the CoSTAR F Lab work programme, working closely with F Lab colleagues.
- Play a lead role in identifying, scoping and preparation of policy and position papers on creative technologies, drawing on the range of research generated across the CoSTAR network.
- Co-ordinate, steer and support partnerships and policy engagement with external industry, policy and academic organisations and agencies, working with senior colleagues at Loughborough University and in the CoSTAR Labs.
- Work closely with CoSTAR and CRAIC 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 CoSTAR and CRAIC 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 within and beyond the CoSTAR network to enable researchers and academics to grow research, impact, innovation and partnership activities. Where appropriate these will be in conjunction with colleagues from Loughborough University.
- As part of partnership development activity, work closely with colleagues across the CoSTAR and CRAIC networks 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 within CRAIC and the F Lab 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 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 research, policy and other colleagues to ensure shared working practices, 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 CRAIC and F Lab colleagues 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).
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Other

- To undertake any other duties which may reasonably be required 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 or of the Executive Team.
- Represent the F Lab 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 Graham Hitchen.

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 Creative Industries	1, 3
	Experience of creative industries and/or innovation policy engagement	1, 3
	Experience of writing policy papers and other documents for industry partners in the Creative Industries and/or related sectors	1, 2, 3
	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, 2, 3
	Experience of delivering presentations and communicating effectively with staff at all levels internally and externally	1, 2, 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, 3
Skills and abilities	Excellent project management, financial and ICT skills	1, 3
	Excellent 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

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 Knowledge Exchange Framework and the evidence requirements relating to impact	1, 3

Conditions of Service

This is an open ended 1 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/>