

Partnership Development Manager

Job Ref: REQ250608

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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. The Pro Vice-Chancellor for Research and Innovation (PVC-RI) has strategic responsibility for research and innovation and has implemented a strategic plan to deliver on our ambitions of becoming more research-intensive, innovation-driven, internationally engaged, and impactful with our R&I activities.

Job Description

Job Grade: Management and Specialist Grade 7

Job Purpose

Loughborough University is recruiting a Partnership Development Manager (PDM) to support its exciting ambitions to increase research and innovation income and translation of research to real world impact over the next few years. The role will work across the Research and Partnership Development Teams supporting research, innovation and knowledge exchange activity in either of our two Hubs, focussed on Science, Technology, Engineering and Mathematics (STEM) or Social Sciences, Humanities and the Arts (SHAPE).

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').

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, growth 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.
- Co-ordinate, steer and support the development of University partnerships and strategic initiatives identified via the research funder strategy/development groups, PVC-R&I, or Director of the Research and Innovation Office, including identifying emerging opportunities.
- Maintain a portfolio of relationships with external organisations in support of income diversification with our partner organisations related to the SHAPE Hub
- Develop relationships with academics across the University in order to facilitate engagement with opportunities for inter- and multi-disciplinary partnerships with internal and external partners.
- 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.

Strategic Funding Support

- Provide expert knowledge and lead on discipline specific funders, including building relationships with key funder contacts and horizon scanning to identify where developments in Government and funder policy have the potential to result in innovation funding opportunities that align to the University's research expertise.
- To develop strong relationships with relevant funders including the Regional Funding Advisers, acting as a key point of contact - attending events organised by funders and facilitating funder visits to the University.
- Play a lead role in the scoping and preparation of major innovation led multi-disciplinary, cross-cutting and/or strategic funding applications, to include briefing and supporting staff and collaborators regarding strategically significant funding opportunities on the process, eligibility and submission of the application
- To promote innovation funding opportunities across the University, including the facilitation of targeted funding call sessions, where appropriate involving the funder.
- Work closely with academic and professional services colleagues to identify, develop, plan, and evaluate innovation funding applications. This may include a programme of training and development of online resources.

Knowledge Exchange

- To develop a coherent overview of knowledge transfer activity to support the development of future strategy and activity in line with the wider University strategy.
- To lead, support and contribute towards a range of knowledge transfer projects which emerge and require support, including all aspects of project design, implementation, management (financial, resource, reporting) and evaluation.
- 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.

Leadership

- Provide leadership and project management for matrix and/or collaborative, multi-disciplinary, cross-cutting and/or strategic projects with partners.
- Work within the multidisciplinary team in the Research and Innovation Office to ensure shared working practices, staff development and collaborative approaches to working effectively.
- Where required, provide leadership, line management and project management to collaborative projects
- 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.
- 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).

- 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 & 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 R and Innovation Office.
- Represent the RIO and the University internally and externally, as appropriate.
- Undertake 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.
- Develop resources and web content to support the remit of the Partnership Development team / Hub and research priority programmes.
- 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 always observing the University's Equality & Diversity policy and procedures. Duties must be conducted 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 Senior Partnership Development Manager (SHAPE)

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	Knowledge of the UK and international innovation environment as applied to UK organisations	1, 3
	Experience of supporting successful innovation led funding applications ranging in value and impact	1, 3
	Considerable experience of initiating and developing long term significant partnerships with external organisations and successfully maintaining a network of contacts	1, 3
	Experience of delivering presentations to different audiences at all levels internally and externally	1, 2, 3
	Experience of adapting communication style to new circumstances, including translating complex data and information to lay audiences	1, 3
	Experience of leading the facilitation of internal /external workshops	1, 3
	Experience of team and/or project leadership	1, 3
	Experience of working within the social sciences, arts and humanities research environment and an understanding of the related challenges and opportunities for research and innovation	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, 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
	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
	Clear leadership expertise, able to traverse complex and ambiguous areas of work	1, 3
	Ability to develop creative approaches to problem solving	1, 3
	Demonstrate an accessible, customer-focused approach by engaging respectfully, courteously, and collegiately with all stakeholders, fostering a positive and inclusive working environment.	1, 3
Training	A willingness to undertake further training as appropriate and to adopt new procedures as and when required	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	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	3
	An understanding of the Research Excellence Framework and Knowledge Exchange Framework and the evidence requirements relating to impact	1, 3
Experience	Experience of driving large multi-stakeholder projects	1, 3

Conditions of Service

This is a full-time open-ended position. Salary will be on Management & Specialist Grade 7, £46,735 - £55,755 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/>