

## **PARTNERSHIP DEVELOPMENT MANAGER – CREATIVE TECHNOLOGIES**

Job Ref: **REQ260303**

This role is located within Loughborough University London's Institute for Creative Futures, working closely alongside academic and Professional Services colleagues working across the Creative Industries. This includes the Creative Research and Innovation Centre (CRAIC). Convergent Screen Technologies And performance in Realtime (CoSTAR) is a network infrastructure designed to drive innovation in emerging technologies across the screen, games live performance and digital entertainment sectors.

Funded by UK Research and Innovation (UKRI) through the Arts and Humanities Research Council (AHRC), 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 is delivering a robust programme to investigate the adoption, use and impact of technologies across the Creative Industries. Led by Goldsmiths, in collaboration with Edinburgh and Loughborough Universities and the BFI, the Foresight Lab leverages 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.

Loughborough University London leads the Impact and Policy programme of the Foresight Lab, in collaboration with the other Labs, with industry, policy and academic partners.

### **Job Description**

**Job Family and Grade:** Management and Specialist Grade 7

### **Job Purpose**

Manage and maintain collaborative partnerships and policy related relationships, as well as associated activities and research. The post holder will work as part of a wider Policy team, leading a programme of 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 includes developing links and relations with a broad range of organisations such as government departments, industry trade bodies, research councils, and other policy makers.

### **Job Duties**

#### **Policy and Partnership Development**

- Play a lead role in the development and delivery of partnership activity and account management aligned with the CoSTAR Foresight Lab work programme, working closely with 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, including management of the CoSTAR Policy Network group.
- Co-ordinate, steer and support partnerships and policy engagement with external industry, policy and academic organisations and agencies,
- 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.
- To support academic colleagues within the Foresight 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.
- Manage partnerships within the Foresight Lab, including with Olsberg SPI and associated programme of international scanning and research outputs. In addition, work closely with the Policy Director to manage a programme of activity as part of 'ACES'.

### **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 Foresight 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).

### **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 Foresight Lab and the University internally and externally at relevant events, including speaking on panels, conferences, etc.
- Work closely with other Lab members, including the Programme Manager and Executive team, to scope and/or organise relevant events to showcase the work of the Foresight Lab and CoSTAR Network.
- 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 outlined in the document.

## Organisational Responsibility

Reports to the: Professor Graham Hitchen

## Person Specification

Your application will be assessed based on the essential and desirable criteria listed below.

Applicants are strongly encouraged to explicitly demonstrate how they meet each essential (and desirable) criteria at the application stage. The criteria that you need to demonstrate in your application will be listed as Stage 1 in the table below.

Stages of assessment are as follows:

- 1 – Criteria measured within the Application
- 2 – Criteria measured at Test/Assessment Centre/Presentation
- 3 - Criteria measured at 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	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.	1,3
	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

The appointment will be subject to the [University's Terms and Conditions of Employment](#) relevant to the job grade.

## Shared University Responsibilities

As a member of the Loughborough community, you are expected to:

- Take reasonable care of yourself, others and the environment, and to prevent harm by your acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Sustainability Policies & Procedures.
- Support and contribute to the University's commitment to principles of equity, diversity and inclusion (EDI) while carrying out all duties, behaving in a manner that treats others with dignity and respect and upholds every persons right to lawful freedom of expression, freedom of speech and academic freedom. Further information about EDI at Loughborough and our strategic aims is available on our website.

## Our Purpose, Vision, and Values

Our purpose, Vision and Values underpin all that we do and shape how we work together at Loughborough.

We're proud to promote our values: **Adventurous, Collaborative, Creative, Authentic** and **Responsible**. Our people bring these values to life every day, and they are central to the positive and supportive culture that makes Loughborough unique.

If you join us, you'll be encouraged to bring these values to life in your own work and contribute to the positive, supportive culture that makes Loughborough unique.

Read more about our [vision and values](#).

## Our Accreditations



We strive to create a culture that supports equity 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 career.



We are proud to be a [Race Equality Charter Member](#). The Charter aims to improve the representation, progression and success of all minority ethnic staff and students within higher education and address issues of racism within higher education institutions (HEIs).



We are proud to be a Disability Confident Employer and have adopted a proactive approach to employing disabled people and to creating a more diverse workforce. We ensure that our recruitment processes are inclusive and accessible. We guarantee to offer an interview to all applicants who have declared a disability, provided that the essential criteria for the role are met. We proactively anticipate and provide reasonable adjustments and support existing employees who acquire a disability or long-term condition to thrive in the workplace.



We are a real living wage employer, and our Living Wage Employer Mark shows our commitment to paying our staff according to the cost of living.



We are proud supporters of the [City of Sanctuary movement](#) and delighted to be recognised as a University of Sanctuary. This national network brings together, university staff, lecturers, academics, and students, who together work to make Higher Education institutions places of safety, solidarity and empowerment for people seeking sanctuary.

**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.**