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JOB DESCRIPTION**

JOB TITLE	Industrial Partnerships Manager (maternity cover)				
DEPARTMENT	Research & Enterprise				
LOCATION	Brayford				
JOB NUMBER	EL1133	GRADE	8	DATE	March 2021
REPORTS TO	Head of Research & Industrial Partnerships and Assistant Director (Research & Enterprise)				

CONTEXT

We are a university looking to the future where we serve and develop our local, national and international communities by creating purposeful knowledge and research, confident and creative graduates and a dynamic and engaged workforce. We will achieve this through a culture of enterprise and innovation.

Research & Enterprise is a central professional support department which works with staff, industry (private, public and third sector), external partners (e.g. Local Enterprise Partnership, Midlands Engine etc.), students and graduates to drive:

- A dynamic research environment
- Increased levels of graduate employment and progression
- Innovation & productivity levels throughout our region.

We use all these elements together and separately to build wide and deep external partnerships, further developing our role as an 'active anchor institution'.

This position is focused on managing, expanding and deepening the University's external and industrial partnerships through a broad range of mechanisms (e.g. technology transfer, contract & collaborative research, consultancy and grant funded support programmes) and particularly partnership working with organisations such as Innovate UK, Knowledge Transfer Networks, the Greater Lincolnshire LEP, Midlands Engine, Midlands Enterprise Universities and others to lever our impact.

JOB PURPOSE



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To manage, expand and deepen the University's external and industrial partnerships through a broad range of mechanisms (e.g. technology transfer, contract & collaborative research, consultancy and grant funded support programmes). A critical element of this work will be to build and manage our relationships with such bodies as Research England, UUK, Ceres Agri-Tech Partnership, Innovate UK, the Greater Lincolnshire Local Enterprise Partnership, local authorities, Midlands Engine, Midlands Enterprise Universities and other such bodies to ensure we maximise the collaborative working opportunities related to the research & innovation environment. These partnerships are likely to be regional, national and international.

The post holder will develop and implement strategies to increase 'wide and deep' industrial partnerships. This will include leadership of the multi-disciplinary 'Industrial Partnerships' team, directing the provision of specialist advice and liaising with senior College staff to ensure effective alignment of support and strategy.

The post holder will provide high level support to Head of Research & Industrial Partnerships on strategic partnership development. This will also involve working closely with Research Development Manager, Senior REF Manager (Strategy & Delivery) and Deputy Head of Research & Industrial Partnerships to provide a flexible support service that responds to the fluctuating nature of research & innovation. The post holder will further work with the Director of Research Impact Development to align industrial partnerships with REF impact and the broader University Impact Strategy.

This position, part funded by European Structural & Investment Funds, is critical to the support and delivery of GL LEP's local industrial strategy, enabling SMEs to access support and funding for innovation and growth. The role will be focused on supporting businesses to develop innovative approaches to access funding to drive forward productivity, growth and skills.

KEY RESPONSIBILITIES

Strategic Partnership Development

To devise and implement (in partnership and aligned with College needs) an industrial partnerships strategy to drive increased levels of consultancy, knowledge exchange, contract & collaborative research, impact and grant funded support programmes in line with the University's Strategic Plan and associated KPIs. This will be in conjunction with our institutional HEIF strategy and Industrial Research Strategy, responding to and maximising opportunities identified through the Knowledge Exchange Framework (KEF).

To develop and implement strategies to target the Industrial Strategy Challenge Fund along with expanding on our engagement with commercial funding (e.g. Venture Capital and Business Angel networks) and translational funding schemes (e.g. Catalyst, MRC Confidence in Concept and Industry engagement fund, NIHR I4I Invention for Innovation, Ceres Agri-tech Partnership).

To play a leading role in building and managing our relationships with such bodies as Research England, UUK, the Greater Lincolnshire Local Enterprise Partnership, Midlands Engine, Innovate UK, Midlands Enterprise Universities and other such bodies to ensure the University maximises the collaborative working opportunities related to the research & innovation environment.



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To proactively identify further strategic partnership opportunities and play a key role in connecting this area with the research impact agenda, adding value to the work delivered by the Director of Policy, Research Development Manager, Senior REF Manager (Strategy & Delivery) and Deputy Head of Research & Industrial Partnerships, Impact Development Officer and the Director of Research Impact Development.

Driving Commercial Income Growth

Responsibility for the management and implementation of intellectual property commercialisation support, developing and delivering a strategy to maximise the available internal and external support resources to drive increased levels of licensing and/or spin-outs/joint ventures. A particular focus will include maximising commercial outcomes of projects funded through the Ceres agri-Tech Partnership.

To establish key relationships with University academics, Business Development Managers and Colleges, with intermediaries, employers and the business community leading to an increased income (through consultancy and/or contract & collaborative research), tracking the development of relationships and projects through appropriate systems and databases.

To direct the targeted identification and dissemination of funding information to academic staff and the industrial community and lead the delivery of grant writing clinics and researcher development workshops to raise the profile of commercial income generation opportunities.

Lead on the provision of expert advice, management and grant writing support for funding proposals e.g. Innovate UK to ensure we maximise our opportunities for success.

Work with Strategic Project Manager to support the identification and development of strategic research and innovation funding opportunities (e.g. Research England, local authorities LEP, UK Shared Prosperity Fund etc.).

Relationship Management

To take the lead on increasing our regional, national and international innovation profile, in particular through regular liaison with stakeholders and supporting academic staff in networking and brokering new profitable relationships.

To act as the key contact and account manager for identified clients, maintain good client liaison and commercial practises, ensuring profitable, repeat business and enabling continued dialogue for the collection of impact evidence.

Where the university is a partner in a consortium, support the negotiation of terms of collaboration, particularly with respect to intellectual property rights.

To ensure clear communication, effective and productive relationships with College Support teams to deliver collaborative, integrated and joined up support, in particular in the transition from pre-award to post-award.

Operations & Compliance

To be responsible for the compliance of innovation and commercial funded projects within scheme guidelines and as required support the College based teams with any subsequent



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modifications including the production of management and financial information, coordination of committees, project closure and final reporting.

To maintain an excellent working knowledge of regional, national and international funding schemes for Knowledge Exchange and Commercialisation and support the wider Research and Industrial Partnerships team in raising their awareness and understanding of scheme requirements.

Responsible for the development, delivery, compliance and reporting of key strands of Knowledge Exchange interventions through HEIF.

The post holder will support the delivery of our regional ESIF Productivity Programme and ensure effective data capture collation of evidence such as timesheets.

Data management & reporting

To provide management information and reports such as current innovation & commercial portfolio, proposals submitted, success rates and pipeline to line management, clients, University staff, funding bodies and other partners as appropriate to share best practice, improve success rates and influence future bidding strategy.

Develop and disseminate information on best practice relating to the management of innovation & commercial funding through liaison with internal contacts and external bodies (e.g. PraxisAuril, ARMA), and influence colleagues at all levels to adopt best practice.

To deliver and report on agreed key performance indicators to the Head of Research & Industrial Partnerships, within agreed deadlines and ensure that an appropriately robust audit trail of information is maintained to support these reports. The post holder will also provide support to Research Information and Systems Manager in data capture and completion of annual returns and audits e.g. HEBCI

Profile raising

To represent Research & Enterprise at internal and external events and on relevant regional, national and international interest groups, partnerships and committees as appropriate.

To provide support to Business Development Officers and Industrial Partnerships Co-ordinator in the delivery of a regular series of stakeholder engagement events in collaboration with wider Research & Industrial Partnerships team and College based support teams to raise awareness of mechanisms to engage with the University, access expertise and funding support available.

To network effectively with peers and external stakeholders, including PraxisAuril and intermediary bodies to raise the profile of the University and taking forward opportunities for partnership working and collaborative income generating activities.

Training & Development

To work with the Senior REF Manager (Strategy & Delivery), Impact Development Officer, Director of Research Impact Development and Research Development Manager to develop and deliver an annual programme of research training events, written materials and otherwise on funding opportunities for research, project development and post-award management. This includes the development and delivery of our Knowledge Exchange Concordat action plan.



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To undertake relevant CPD to maintain/develop on-going expertise in regional, national and International knowledge Exchange and Commercialisation funding.

In addition to the above, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post

ADDITIONAL INFORMATION

Scope and dimensions of the role

This role will require pro-activity, an understanding of the Higher Education landscape and strong commercial acumen with a customer focus. The role will support the Head of Research and Industrial Partnerships and wider Research and Enterprise department in the delivery of key strategic outcomes.

As a key point of contact for staff seeking advice on external funding, the post holder will be expected to be a self-starter, with excellent knowledge and expertise in developing collaborative funding proposals and be an effective communicator. He/she will lead on the development and expansion of knowledge exchange and commercial opportunities in line with the University HEIF and Industrial research strategy, as well as promoting and marketing the University, both internally and externally.

As a well organised team player the post holder will have a good understanding of SMEs, Corporates, business support, marketing and event organisation which will, on occasion, involve flexibility in working outside of regular hours and often at short notice in line with client needs.

The role will provide direct line management to Industrial Partnerships Co-ordinator Business Development Officers and Contracts & IP Officer as well as managing our outsourced IP Commercialisation support, playing an integral part in the development and delivery of innovation support within the Research and Industrial Partnerships team, including mentoring of other colleagues, to ensure delivery of the University's income generation targets.

Key working relationships/networks

Internal	External
<ul style="list-style-type: none"> • Director, Research & Enterprise • Head of Research & Industrial Partnerships and Assistant Director (Research & Enterprise (Line Manager) • Research & Industrial Partnerships team • Director of Policy • Director, Research Impact Development • Business Development Manager (Educational Contracts) • College business development support teams • Careers & Employability team 	<ul style="list-style-type: none"> • Industrial partners • Greater Lincolnshire LEP • Local authorities • Innovate UK Innovation Managers • Intermediarios (e.g. KTNs, Medilink) • Innovation funding bodies (e.g. UKRI) • Relevant associations and professional bodies (e.g. Universities UK, PraxisAuril, ARMA) • Midlands Engine and Midlands Enterprise Universities • Outsourced IP support providers • Patent attorneys



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- Business Incubation, Innovation & Growth team
- Senior academic staff, including Directors of Research, Heads of School and Heads of Colleges
- Strategic Project Manager ESIF Productivity Programme and Productivity Hubs teams

- Ceres Agri-tech Partnership

UNIVERSITY OF LINCOLN PERSON SPECIFICATION

JOB TITLE	Industrial Partnerships Manager	JOB NUMBER	EL1133
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Selection Criteria	Essential (E) or Desirable (D)	Where Evidenced Application (A) Interview (I) Presentation (P) References (R)
Qualifications:		
Graduate or equivalent	E	A
Relevant diploma, post graduate degree or equivalent experience	D	A
Experience:		
Experience of knowledge exchange mechanisms leading to a direct increase in related income generation	E	A, I, P
Experience of developing and delivering a broad range of partnerships with industry (public, private or third sector)	E	A, I
Experience of bid/business plan development and success across a range of funders	E	A, I
Experience of the development and implementation of mechanisms for the exploitation of intellectual property	D	A, I, P
Experience of successfully developing a range of strategic relationships leading to secured funding (e.g. tenders, grants, consultancy etc.)	D	A, I, P
Experience of developing collaborations with relevant policy stakeholder organisations (e.g. LEP and similar regional/national bodies)	D	A, I, P
Experience of leading a team	D	A, I
Skills and Knowledge:		
Strong commercial acumen	E	A, I
Excellent communication skills: written, verbal and presentation	E	A, I, P
Effective leadership within a diverse team	D	A, I
Good current working knowledge of relevant regional/national UK policy (e.g. Industrial Strategy, Strategic Economic Plan etc.)	D	A, I, P
Negotiation skills and an ability to influence	E	I, P
An understanding of appropriate knowledge exchange policy in relation to Higher Education	D	I, P



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Ability to prepare and present proposals and reports	D	A, I
Competencies and Personal Attributes:		
Innovative and pro-active	E	I, P
Results driven and ability to work under pressure to tight deadlines	E	A, I, P
Excellent organisational and project management skills, able to prioritise workload with attention to detail	E	A, I
Adaptable and flexible within a team environment	E	A, I
Ability to lead, influence and work effectively as part of a team	E	A, I
Business Requirements		
Will be required to work occasional evenings and weekends	E	I
Able to travel between sites, nationally and internationally as required	E	I

Essential Requirements are those, without which, a candidate would not be able to do the job. **Desirable Requirements** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Author	SM	HRBA	NH
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