



UNIVERSITY OF LINCOLN JOB DESCRIPTION

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|-------------------|-------------------------------------|--------------|---|-------------|----------|
| JOB TITLE | Industrial Partnerships Manager | | | | |
| DEPARTMENT | Research & Enterprise | | | | |
| LOCATION | Lincoln Campuses | | | | |
| JOB NUMBER | EL1133 | GRADE | 8 | DATE | March 25 |
| REPORTS TO | Strategic Research Development Lead | | | | |

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:

- An increase in the quantity & diversity of external income and financial contribution through research, educational and consultancy activity
- A dynamic research & knowledge exchange environment
- 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' and a new civic University.

This position is a leading and integral part of our Research Development team, working alongside the Research Development Manager and Strategic Research Development Lead, focusing on developing, managing, and expanding the University's external funding portfolio through the development of external partnership opportunities leading to strategic research income generation.

The post holder will take a lead on establishing and developing external networks on behalf of the University to raise its profile and build collaborations, especially with funders. This will involve travel within the UK and internationally.



UNIVERSITY OF
LINCOLN

JOB PURPOSE

To manage, expand and deepen the University's external partnerships through a broad range of mechanisms (e.g. technology transfer, contract and collaborative research, consultancy and grant funded support programmes).

To develop and deliver a pipeline of strategic level collaborative research opportunities with external partners to contribute to the University's income generation aims.

To provide high level support to the Strategic Research Development Lead, Head of Research, Impact and Culture and Director of Research & Enterprise on strategic partnership development. This will involve working closely with other senior managers in the team to provide a flexible support service that responds to the fluctuating nature of research and knowledge exchange.

The post holder will line manage Research Development Officers, direct the provision of specialist advice, assist academic staff with development and submission of funding applications, facilitate national networking and liaise with College based project staff to ensure appropriate project delivery and financial reporting for awarded grants in line with institutional strategy. They will provide key strategic development support to academic staff in external grant capture and in funder liaison.

KEY RESPONSIBILITIES

Collaborative External Income Generation

- Create effective relationships with external partners from a range of sectors and act as a liaison with academic colleagues.
- Take a strategic approach to partnership development, ensuring this is in line with the University's growth and priority ambitions.
- Deliver large-scale funding opportunities with external partners, identifying opportunities, external trends and progression within the external funding environment.
- Lead on EU and international funding opportunities, raising awareness and disseminating opportunities. Develop strong consortiums in response to funding calls.
- Engage with external funding bodies, e.g. UKRI, Government departments, European Commission, etc., to gather intelligence for reporting and dissemination, coordinating visits and raising opportunities for influencing calls.
- Work closely with colleagues across the University who are engaged with business development and Knowledge Exchange to ensure activities are joined up and cohesive.
- Develop and maintain a good knowledge and understanding of the higher education research and innovation funding ecosystem (UK, EU and international), disseminate targeted funding opportunities and contribute to the bidding pipeline.

Strategic Research Development

Working alongside the research development manager the post holder will:

- Establish key relationships between University academics and national and international organisations, including other universities and funders, leading to an increase in secured research income and bid quality.
- Direct the coordination the timely, targeted identification and dissemination of appropriate funding information to academic staff and delivery of grant writing clinics and researcher development workshops to raise the profile of external research income generation opportunities in line with School, College and university strategy.
- Direct the provision of pro-active support to College staff in the identification, dissemination and development of a range of funding applications (including research, consultancy and training and development courses).



- Lead on the provision of expert advice and management on research funding proposals to assist with the development of high-quality proposals and identification of potential collaborators.
- Support the Strategic Research Development Lead and College Directors of Research in implementation of appropriate protocols and systems for peer review of grant applications.
- Support the wider Research and Enterprise team in the accurate costing and pricing of research projects in line with external funder regulations (e.g. FEC); coordinating project approval and submission with senior staff; managing electronic grant submission and reporting systems (e.g. Funding Service, Je-S, eGAP, participant portal) ensuring timely submission of research proposals and associated grant reporting.

Relationship Management

- Take the lead on increasing our regional, national and international research profile, in particular through regular liaison with funders and stakeholders and supporting academic staff in networking and brokering new profitable relationships.
- Act as the key contact and account manager for identified clients, maintain good client liaison and commercial practises, ensuring profitable, repeat business.
- Where the University is a partner in a consortium, support the negotiation of terms of collaboration, taking advice and raising any areas of concern with the IP & Contracts Manager and on substantive issues with the Head of Research, Impact & Culture / Director of Research and Enterprise.
- Build relationships with peers in other organisation to inform and share best practice in research development.
- Ensure clear communication, effective and productive relationships with College support teams to deliver collaborative, integrated and joined up research support, in particular in the transition from pre-award to post-award, maximising contribution and impact.



Compliance

- To be responsible for the compliance of research funded projects within scheme guidelines and as required support the College based teams with any subsequent modifications including the production of management and financial information, coordination of committees, project closure and final reporting.
- Maintain an excellent working knowledge of national and international funding schemes for Research and innovation and support the wider Research and Enterprise team in raising their awareness and understanding of scheme requirements.
- Lead on developing, implementing and managing internal research funding procedures and liaising with a wide range of internal staff to ensure these procedures are followed.
- Liaise with the Research Governance Manager to ensure effective due diligence processes, taking account of the ethical conduct of Research, Trusted Research, national security, export controls and reputational risk.

Data Management & Reporting

- Provide management information and reports such as current research funded project 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 high quality future bidding strategy.
- Deliver and report on agreed key performance indicators to the Strategic Research
- Development Lead and Head of Research, Impact & Culture, within agreed deadlines and ensure that an appropriately robust audit trail of information is maintained to support these reports.
- Develop and disseminate information on best practice relating to the management and administration of research funding through liaison with internal contacts and external bodies and influence colleagues at all levels to adopt best practice.
- Provide support to the Research Information and Systems Manager in data capture and completion of annual returns and audits e.g. HE-BCI
- Ensure systems and processes in the development of research funding applications are enabling of the academic endeavour and mitigate risk.



Profile Raising

- Represent Research & Enterprise at internal and external events and on relevant regional, national and international interest groups, partnerships and committees as appropriate.
- Direct the increased awareness of research funded opportunities across the University through the coaching of academic staff, identifying individual College needs and delivering workshops/seminars to address these.
- Provide support to Research Development Officers in the delivery of a regular series of stakeholder engagement events in collaboration with wider Research and Enterprise team and College based support teams to raise awareness of mechanisms to engage with the University, access expertise and funding support available.
- Network effectively with peers and external stakeholders, including ARMA and other UK and international universities and research institutes to raise the profile of the University and taking forward opportunities for partnership working and collaborative income generating activities.

Training & Development

- Work alongside colleagues in the Research and Enterprise team in the development and the delivery of an annual programme of research training events, written materials and otherwise on funding opportunities for research, project development and post-award management.
- Undertake relevant CPD to maintain/develop on-going expertise in UK, EU and international research 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 and an in-depth understanding of the Higher Education research environment and funding landscape. The role will support the Strategic Research Development Lead, Head of Research, Impact & Culture, Colleges and wider Research & Enterprise department in the delivery of key strategic outcomes.

As a key point of contact for staff seeking advice on external funding and partnership development, the post holder will be expected to be a self-starter, with excellent knowledge and expertise in developing high quality research funding proposals and be an effective communicator. They will lead on the development and expansion of research opportunities in line with the University's research strategy.

As a well organised team player the post holder will have an excellent understanding of Higher Education, marketing of expertise and event organisation which will, on occasion, involve flexibility in working outside of regular hours and often at short notice in line with researcher and external client needs.

The role will provide direct line management to Research Development Officers, playing an integral part in the development and delivery of research support within the Research and Enterprise 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"> • Research Development Manager • Research Development team • Director, Research & Enterprise • Strategic Research Development lead (Line Manager) • Head of Research, Impact & Culture • Research and Enterprise team • College Research Support teams • Business Development Managers • Senior academic staff, inc. Directors of Research, Heads of School & Heads of Colleges • Targeted College staff | <ul style="list-style-type: none"> • External partners within the public, third, private and academic sectors • Research funding bodies (e.g. UKRI, Research England, Wellcome, NIH, EC) • Local and National Government bodies • Regional, national and international universities • Relevant associations and professional bodies (e.g. Universities UK, Praxis Unico, ARMA, UKRO) • Intermediaries (e.g. KTNs, Medilink) |



**UNIVERSITY OF LINCOLN
PERSON SPECIFICATION**

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|------------------|-------------------------------|-------------------|--------|
| JOB TITLE | Research Partnerships Manager | JOB NUMBER | EL1133 |
|------------------|-------------------------------|-------------------|--------|

| Selection Criteria | Essential (E) or Desirable (D) | Where Evidenced Application (A) Interview (I) Presentation (P) References (R) |
|--|---------------------------------------|--|
| Qualifications: | | |
| Good honours degree or equivalent | E | A |
| Postgraduate research degree or equivalent experience in research development | D | A |
| Experience: | | |
| Experience working in a research environment | E | A, I |
| Experience of research and knowledge exchange mechanisms leading to a direct increase in related income generation | E | A, I |
| Experience of developing and delivering a broad range of external partnerships (public, private and 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 |
| Experience of successfully developing a range of strategic relationships leading to secured funding (e.g. tenders, grants, consultancy etc.) | D | A, I |
| Experience of developing collaborations with relevant policy stakeholder organisations | D | A, I |
| Experience directing and supporting the work of others | E | A, I |
| Skills and Knowledge: | | |
| Strong commercial acumen | E | A, I |
| Excellent communication skills: written, verbal and presentation | E | A, I, P |
| Excellent numerical skills with attention to detail when dealing with finances and business/project planning | E | A, I |
| A working knowledge of appropriate research and technology transfer strategy and policy in relation to Higher Education | E | A, I |



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| Ability to develop effective working relationships & networks with a wide variety of internal/external partners | E | A, I |
| Negotiation skills and an ability to influence | E | A, I |
| An in-depth knowledge of research funding policies, programmes, procedures and mechanisms. | E | A, I |
| Ability to prepare and present proposals and reports | E | A, I |
| Competencies and Personal Attributes: | | |
| Innovative and proactive | E | A, I, P |
| Results driven and ability to work under pressure to tight deadlines | E | A, I |
| Excellent organisational and project management skills, able to prioritise workload with attention to detail | E | A, I |
| Projects a positive and professional image at all times | E | A, I, P |
| Ability to lead, influence and work effectively as part of a team | E | A, I |
| Adaptable and flexible within a team environment | E | A, I |
| Ability to take judgement on and balance priorities of others including line reports, team, department and institution | E | I |
| Business Requirements | | |
| Will be required to work the occasional evenings and weekends | E | A, I |
| Able to travel between sites, nationally and internationally as required | E | A, 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.

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| Author | JBM | SPBP | SL |
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