



UNIVERSITY OF LINCOLN JOB DESCRIPTION

JOB TITLE	Partnerships Support Officer				
DEPARTMENT	Research & Enterprise				
LOCATION	Lincoln Campuses				
JOB NUMBER	EL1190	GRADE	5	DATE	March 2025
REPORTS TO	Educational Partnerships/Contracts Manager				

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 (across the whole university), 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 & contribution through research, educational and consultancy activity
- 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'.

Our educational partnerships provide education and training for organisations such as NHS trusts, Councils, Royal Navy, RAF, MoD, Siemens, Lincolnshire Co-operative.

JOB PURPOSE

This varied new role will be integral to supporting and developing the day-to-day activity of the Educational Contracts/Partnerships Team, which works to achieve the University's strategic mission to engage in collaborative projects with public, private and third sector partners.

Working holistically with colleagues across the University, the post holder will be responsible for a range of project and partnership management activities, including assisting in the development of bid submissions, setting up financial records and project costings, working closely with business development teams to respond to new opportunities, and compiling reports to provide the relevant, up-to-date information.

They will support a diverse range of tasks and, as such, the post holder must be able to plan and prioritise a varied workload. The post holder will also be required to work independently and be pro-active and flexible. It is essential that the post holder be able to demonstrate good communication skills with a wide range of stakeholders including internal university teams and external partners.

KEY RESPONSIBILITIES

Monitoring, Auditing and Reporting

- Support the creation of proposals, project plans and milestones for partnership projects. Creating project proposal documents to aid decision making processes.
- Work with the University's Awards Management System (AMS) cost projects and set budgets with sign off from the Partnerships Manager. Liaise regularly with the costings team within Research & Enterprise to understand updates and changes to the platform.
- To work closely with Finance colleagues to review project budgets and develop forecasting reports in conjunction with the Partnerships Manager as required. Identify any potential areas of underspend or overspend and flag to managers to support decision making.
- Autonomously keep meticulous records for audit purposes and to be responsible for ensuring all financial data within their remit is accurate and up-to-date.
- Review project milestones regularly and liaise with colleagues accordingly to ensure projects are delivered to time. Identify slippage and highlight to managers to prevent project delays.

Liaising and Networking

- Build relationships and be a key point of contact with academic staff and senior administrative colleagues in other University departments in relation to commercial partnerships
- Liaise with internal and external stakeholders to support the effective completion of project and partnership support in the Team. The role holder will be the key liaison point for multiple stakeholders across University Schools and Colleges as well as external partners.
- Be a key contact for all external partners related administration.
- Attend external meetings such as supplier events and contract related networking.
- To contribute to planning and organisation of University events with guidance and support from managers, as and when required.
- Proactively raise the profile of partnership engagement across the University, acting as an ambassador for commercial projects and supporting internal partnerships training.

Partnerships and Project Management

- As well as working collaboratively with the wider Partnerships Team, the postholder will be expected to make decisions autonomously and take ownership of project workstreams as delegated by the Partnerships Manager.
- Develop proposals and presentations for existing and new industry partners, working with the Partnerships team to ensure that all content is accurate and on-brand.

- Take the lead in scheduling specific project management meetings and progress reviews, overseeing agenda-setting and circulation, room bookings, minute taking and action planning for each.
- Take responsibility for developing a detailed understanding of both the partner or customer's requirements and the University's systems and processes. To highlight any discrepancies or conflicts of interest where known.
- Be a key contact point for internal and external enquirers seeking information about new and existing partnerships. The post holder will be required to respond promptly and efficiently in a friendly and professional manner, keeping others informed as necessary.
- Use the University's finance system, Tech One, to raise, track and receipt purchases orders and payments, claims and invoicing.
- Make travel bookings using the appropriate booking systems and processes whilst ensuring value for money and compliance with the University's travel policy. Also, to make conference registrations and arrange travel advances as necessary.
- Order and distribute merchandise and welcome packs to existing and prospective new partners as required.
- Liaise with University services to ensure that academic colleagues delivering on partnership activity have the necessary infrastructure and support in place to do their work e.g. IT Services, HR etc.
- To positively support equality of opportunity and equity of treatment to all those with whom the role holder is in contact in accordance with the Universities Equality and Diversity Policies.

Tender and Bid Support

- Support the team in developing the commercial elements and early-stage requirements in the bid process, reviewing requirements for delivery through to the tender submission stage.
- Support tender and draft contract sign off procedures, working with the Contracts and IP Officer to ensure due diligence.
- Work with colleagues across the university to embed a developing process for bidding activity.

Dealing with Enquiries

- Act as a central point of contact for partnership related queries, responding or referring to colleagues with relevant expertise across the University.
- Ensuring adherence to GDPR and QA processes, often dealing with potentially sensitive issues in a confidential manner.

Other Responsibilities

- General administrative tasks as and when required.

- Engage in appropriate training programmes in the University.
- Actively follow and promote University policies.
- Participate in the staff performance and development review scheme.

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

Key Working Relationships/Networks	
Internal	External
<ul style="list-style-type: none"> • Educational Contracts/Partnerships Manager (Line Manager) • Business Incubation and Growth Team • Research and Industrial Partnerships Team • Director of Research & Enterprise • Marketing Manager (Industrial Contracts) • Business Development Managers • Heads of Schools • Finance staff • Quality and Standards staff • Academic staff • Administrative staff • Human Resources Department 	<ul style="list-style-type: none"> • Industry partners • External funders • Industry networks • Local authorities and networks • Clients of External projects • General Public • Other Universities



**UNIVERSITY OF LINCOLN
PERSON SPECIFICATION**

JOB TITLE	Partnerships Support Officer	JOB NUMBER	EL1190
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Selection Criteria	Essential (E) or Desirable (D)	Where Evidenced Application (A) Interview (I) Presentation (P) References (R)
Qualifications:		
Administrative or IT qualifications	D	A
Educated to first degree, (BA Hons in Business for example)	D	A
Experience:		
Experience of working in a professional environment	E	A/I
Experience of working in a HE/FE environment	D	A/I
Experience of developing enterprise and partnership activities	D	A/I
Experience of project management	E	A/I
Experience of working across multiple areas	E	A/I
Experience of budgeting, finance management or forecasting	D	A/I/P
Experience of dealing with a wide variety of challenging tasks, often under pressure	D	A/I
Skills and Knowledge:		
Excellent working knowledge of Microsoft Office in particular Word, Excel, Powerpoint and Teams	E	A/I
Knowledge of HE procedures and systems	D	A/I
Knowledge of commercial and business drivers	E	A/I/P
Understanding of legal and financial considerations	D	A/I
Knowledge of governance and approval requirements	D	A/I
Knowledge of bids, tenders and contracting process	D	A/I
High level written and verbal communication skills in order to ensure effective liaison with individuals at all levels, both inside and outside the organisation	E	A/I
Competencies and Personal Attributes:		
Enthusiasm, diligence and an ability to work through problem	E	I
Excellent interpersonal skills	E	I
Organised, flexible and efficient with a positive and proactive approach to work	E	I
Resilient, able to cope under pressure and in difficult situations.	E	A/I
Professionalism, tact and diplomacy	E	I
Ability to work on own initiative whilst contributing as a member of a team	E	I

Business Requirements:		
Willingness to work unsocial hours on occasion to accommodate very occasional evening and weekend working		I
Ability to travel between sites		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	ER	PBP	GPH
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