

Job Description

Job title:	Business Partnerships Manager (H&SS)
Department:	Research & Innovation Services (RIS)
Grade:	8
Location:	University of Bath Campus (working from home arrangements during pandemic)

Job purpose

Key Purpose:

- Support the development and implementation of Knowledge Exchange plans at the University of Bath, working mainly with a specific Faculty or School.
- Facilitate existing and new relationships with industry/other external organisations and researchers.
- Secure income through Knowledge Exchange activities

The University of Bath is currently developing its Knowledge Exchange (KE) Strategy with a focus on maximising KE income and reputation.

You will be responsible for building relationships and identifying funding opportunities to support Faculty/School Knowledge Exchange plans. This will often involve preparing funding proposals for research projects that are fully funded by external organisations or via a competitive research grant scheme. You will also host workshops and events that inform and promote knowledge exchange activities.

We are currently recruiting a Manager to work with our Faculty of Humanities and Social Sciences, so expertise in supporting knowledge exchange with business, government, charities, or third sector, etc. would be beneficial.

Source and nature of management provided

Head of Knowledge Exchange

Staff management responsibility

This post may be required to line-manage up to four staff members.

Special conditions

There will be the requirement for regular UK travel and a valid UK driving license.

Main duties and responsibilities	
1	<p><i>Leadership and Management</i></p> <ul style="list-style-type: none"> • Drive the expansion of the University's external research collaboration and related funding through collaborative externally-led projects • Work with Associate Deans Research, Heads of Faculty Departments, Directors of Research Impact and Directors of Research Centres to understand barriers and support strategic initiatives to grow KE income and implement their KE plans. • Develop and maintain University processes for capturing and recording data about external relationships, research partnerships and projects. • Meet and report on performance indicators and manage allocated budgets as assigned by the Head of Team. • Operate as a true team member: supporting group efforts, participating in team initiatives and promoting collegial behaviour across the department.
2	<p><i>Financial Management</i></p> <ul style="list-style-type: none"> • To be responsible for ensuring research income is maximised with the goal of 100% coverage of full economic cost of research, priced in accordance with the University's financial procedures. • To liaise with appropriate bodies/organisations at a senior level to secure funding.
3	<p><i>Strategic Planning</i></p> <ul style="list-style-type: none"> • To deliver on the university's knowledge exchange strategic plan for growing externally-led, publicly funded and direct business-funded research projects • To provide advice and guidance to academics in the preparation of externally-led research projects. • Engaging academic staff to develop and deliver externally-led research applications and/or to manage funded projects; • To undertake market analysis to identify new clients and new business needs/demands. • To develop a thorough understanding of the University's research portfolio; • To enable cross selling (with other industry engagement service lines) to Industry • To represent an integrated service with other Research & Innovation Service teams. • To drive awareness of government and regional initiatives for industry funding priorities.
4	<p><i>People Management</i></p> <ul style="list-style-type: none"> • Manage staff as delegated by the Head of Team, including performance management, staff development, performance review and induction. • Plan and manage the use of all required resources for acquiring research income. • Understand and communicate the University's strategic goals and new policy developments to direct reports and stakeholders, explaining the drivers for change. • Encourage the sharing of good practice and the effective use of resources in respect of securing industry-led and direct business research income. • Take responsibility for personal development and adding value to the team. • Engage and communicate with stakeholders spanning a range of levels of seniority, to build collaborations.

	<ul style="list-style-type: none"> Communicate and engage with other members of RIS, including support staff, to promote a cohesive and efficient KE service to internal and external stakeholders.
5	<i>Governance</i> <ul style="list-style-type: none"> To take responsibility for compliance with funding body requirements. To represent the University, the Research & Innovation Services Department and the Knowledge Exchange team at relevant committees, working parties and groups of the University as required.
6	<i>Marketing and Communications</i> <ul style="list-style-type: none"> To take responsibility for the development and promotion of the internal and external profile of externally-led, publicly funded research opportunities and direct business research income, ensuring effective communication channels and appropriate interaction with faculty-based staff, professional bodies, funding agencies and employers. Attend and host networking and workshop events to promote introductions and collaborative opportunities.
<p>You will from time to time be required to undertake other duties of a similar nature as reasonably required by your line manager.</p> <p>You are required to follow all University policies and procedures at all times and take account of University guidance</p>	

Person Specification

Criteria: Qualifications and Training	Essential	Desirable
A first degree	✓	
Leadership training		✓
Research/commercial contracts training		✓

Criteria: Knowledge and Experience	Essential	Desirable
Demonstrable business acumen and commercial experience.	✓	
Demonstrable experience of writing successful business cases or research funding applications with a clear industry benefit.	✓	
Experience of industrial research collaborations	✓	
Demonstrable credibility as an interface between industry and researchers/ universities	✓	
Experience of managing people and coordinating work across internal and external teams	✓	
Experience of managing stakeholders and executive decision-makers within a business	✓	
Proven networking capabilities and communication skills used to manage academic and employer relationships to positive outcome	✓	
Proven track record in writing & winning collaborative research-grant bids and managing the resulting collaborating parties.		✓
An understanding of the National Industrial Strategy and how it relates to research		✓
An understanding of Innovate UK or similar funding bodies.		✓

Criteria: Skills and Aptitudes	Essential	Desirable
Outstanding written & verbal skills, including business case composition and delivery.	✓	
Inspiring people management capabilities	✓	
Digital capability: comfortable use of digital tools to manage workflow, communication and reporting.	✓	
Effective problem-solving skills and practical communication of your solutions.	✓	
An understanding of current issues in Higher Education and how this relates to Industrial innovation and national productivity.		✓
An ability to quickly understand the needs of businesses in regional sectors of strength, including but not limited to: Automotive, Aerospace, Artificial Intelligence, Construction and Creative Industries		✓

Effective Behaviours Framework

The University has identified a set of effective behaviours which we value and have found to be consistent with high performance across the organisation. Part of the selection process for this post will be to assess whether candidates have demonstrably exhibited these behaviours previously.

Managing self and personal skills:

Willing and able to assess and apply own skills, abilities and experience. Being aware of own behaviour and how it impacts on others.

Delivering excellent service:

Providing the best quality service to all students and staff and to external customers e.g. clients, suppliers. Building genuine and open long-term relationships in order to drive up service standards.

Finding innovative solutions:

Taking a holistic view and working enthusiastically and with creativity to analyse problems and develop innovative and workable solutions. Identifying opportunities for innovation.

Embracing change:

Adjusting to unfamiliar situations, demands and changing roles. Seeing change as an opportunity and being receptive to new ideas.

Using resources:

Making effective use of available resources including people, information, networks and budgets. Being aware of the financial and commercial aspects of the University.

Engaging with the big picture:

Seeing the work that you do in the context of the bigger picture e.g. in the context of what the University/other departments are striving to achieve and taking a long-term view. Communicating vision clearly and enthusiastically to inspire and motivate others.

Developing self and others:

Showing commitment to own development and supporting and encouraging others to develop their knowledge, skills and behaviours to enable them to reach their full potential for the wider benefit of the University.

Working with people:

Working co-operatively with others in order to achieve objectives. Demonstrating a commitment to diversity and applying a wider range of interpersonal skills.

Achieving results:

Planning and organising workloads to ensure that deadlines are met within resource constraints. Consistently meeting objectives and success criteria.