



**UNIVERSITY OF LEEDS**

## **CANDIDATE BRIEF**

**Business Partnership Manager, Leeds Social Sciences Institute**



**Salary: Grade 7 (£33,797 – £40,322 p.a.)**

**Reference: ESLSS1059**

**Fixed-term until 31 March 2021**

**We will consider flexible working arrangements and internal candidates on a secondment basis**

## **Business Partnership Manager**

### **Leeds Social Sciences Institute (LSSI), Faculty of Social Sciences**

**Are you keen to work in a fast paced, dynamic and innovative environment? Do you have experience in developing new collaborations between education or research institutions and external partners? Do you have excellent project management skills and the ability to build sustainable business partnerships?**

You will be responsible for the development and management of Industrial and Business partnerships across the ESRC funded White Rose Doctoral Training Partnership (DTP), working collaboratively with similar post holders based at the Universities of Sheffield and York to find and establish industrial partnerships with businesses and organisations that benefit early career researchers and PhD students.

You will work to promote the ESRC Impact Acceleration Account (IAA), in particular its Postgraduate Researcher (PGR) Placement Scheme. You will work with the social science academic community to raise awareness of opportunities for business engagement and to identify potential opportunities for doctoral and early career researchers. The post is funded by the ESRC and is linked to a NPIF Accelerating Business Collaboration funding to foster social science research in line with the government's Industrial Strategy and productivity targets.

Possessing knowledge of the Industrial Strategy and the National Productivity Investment Fund and the possible contribution of research within higher education to it, you will work with University researchers and students in the social sciences field to create effective innovation pathways which maximise the impact of unique expertise at the University of Leeds.

You will be responsible for establishing and managing relationships with external stakeholders and for quality assurance of outputs and activities.





## What does the role entail?

As a Business Partnership Manager, your main duties will include:

- Being responsible for developing business partnerships for the benefit of the White Rose DTP and the University of Leeds as well as ensuring the effective provision of the DTP at the University Leeds, including proactively reviewing and adapting the service as and when necessary;
  - Being responsible for promoting the LSSI Impact Acceleration Account (IAA), in particular its Postgraduate Researcher (PGR) Placement Scheme within the business community;
  - Being responsible for the business partnerships development portfolio, including:
- Mapping and analysing existing relationships with existing business partners to identify potential new areas for research collaboration in line with National Productivity Investment Funding opportunities;
- Planning events to bring external partners, academics, postgraduate research students and postdoctoral fellows together for networking and project planning;
  - Collaborating effectively with White Rose DTP partners, including holding periodic meetings with the DTP Director and the other Business Partnership Managers at the Universities of Sheffield and York as well as existing business engagement staff across the DTP institutions (notably the University of Bradford) to ensure these new established partnerships are sustained beyond this initial investment;
  - Providing strategic and operational support for the development and implementation of the ESRC IAA/DTP business plan;
  - Acting as the primary point of contact for clients and managing ongoing relationships / interactions, reviewing project delivery and ensuring alignment with partner expectations;
  - Working with relevant University Research Centres, the RIS Impact and Innovation Manager and other University Innovation Managers to stimulate and promote interdisciplinary collaboration between University Sectors/Faculties;
  - Working with Faculty and central marketing staff to promote the University's relevant research strengths;



- Producing performance reports for the LSSI Executive Group and Steering Group as well as the White Rose DTP Academic Quality Committee as required.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

## What will you bring to the role?

As a Business Partnership Manager you will have:

- Experience in developing new collaborations between education or research institutions and external partners and the ability to build sustainable partnerships;
- Substantial knowledge of the organisations, policies and relationships and of key potential external partners in the business/commercial sector;
- Persuasive communication and excellent interpersonal skills, with a record of building effective partnerships;
- Experience of developing and implementing policies and processes across complex organisations;
- Proven project management, influencing and negotiation skills;
- Strong analytical, creative and problem-solving skills;
- Demonstrable ability to work under pressure, appropriately prioritise and balance workloads and meet targets and deadlines.

You may also have:

- Operational experience of higher education knowledge exchange activities;
- Knowledge and experience of funding streams for innovation and a track record in securing external funding.

## How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised [closing date](#).



## Contact information

To explore the post further or for any queries you may have, please contact:

**Professor Adam Crawford, Director of the Leeds Social Sciences Institute**

Email: [a.crawford@leeds.ac.uk](mailto:a.crawford@leeds.ac.uk)

## Additional information

### About the job

You will be responsible to the Executive Dean of the Faculty and report to the Director of LSSI.

Find out more about the [Leeds Social Sciences Institute](#).

Find out more about our [Faculty of Social Sciences](#).

### Working at Leeds

Find out more about the benefits of working at the University and what it's like to live and work in the Leeds area on our [Working at Leeds](#) information page.

### Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at [disclosure@leeds.ac.uk](mailto:disclosure@leeds.ac.uk).

## Criminal record information

### Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

