



**UNIVERSITY OF LEEDS**

## **CANDIDATE BRIEF**

**Business Engagement Manager, Leeds Institute of Textiles & Colour, School of Design, Faculty of Arts, Humanities and Cultures**



**Salary: Grade 8 (£47,874 - £56,921) p.a. depending on experience**

**Reference: AHCDE1299**

**Location: Main University Campus (with scope for hybrid working) We are open to flexible working arrangements**

**1 FTE, On-going**

## **Business Engagement Manager, Leeds Institute of Textiles and Colour, School of Design, Faculty of Arts, Humanities and Cultures**

**Are you a research focused business development professional and tenacious individual with a strong record of working with a range of colleagues to prepare successful industry focused research and innovation grant funding applications? Are you keen to use your knowledge and skills to join a dynamic professional team, working closely with academics and businesses of all sizes to identify and develop fundable opportunities for collaborative research?**

You will join the [Leeds Institute of Textiles and Colour \(LITAC\)](#), a collaborative, multi-disciplinary research institute addressing global challenges in textile industries through research and innovation, as well as teaching. Development of innovative science and technology, materials, methods and processes to enable sustainable development is key to our mission.

LITAC has its home in the School of Design, a highly ranked department with a vibrant research culture and a commitment to excellence in teaching. You will join an experienced, innovative and diverse team and will be actively involved in research, producing high quality publications and contributing to the School's Research Excellence Framework (REF).

You will be responsible for developing a pipeline of grant fundable opportunities for the University's Institute focusing on Textiles, Fashion and Colour. You will work directly with academic colleagues from a range of disciplines to identify, prepare, submit and secure high quality collaborative research grant funding applications from external organisations, nationally and internationally. You will assist in identifying appropriate opportunities, as well as directly contribute to the writing of new proposals in collaboration with academic colleagues, as well as coordinate the input of external partners. You will work closely with research support colleagues across the University to ensure proposals consistently transition through to final submission. You will work with the LITAC Director and Associate Director to liaise with senior representatives from government, NGOs, businesses, charities, and other stakeholders, including Local Enterprise Partnerships, in the preparation of high-quality research proposals.



We are looking for a professional and proactive individual with excellent communication, interpersonal and relationship building skills. You will have experience of preparing successful research grant funding applications in the context of a Higher Education Institution, and experience of working with, or for businesses, ideally in an area related to design, technology or applied science.

## What does the role entail?

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

- Working with the Director of the Institute to translate the strategic plan into yearly and quarterly targets for research grant funding;
- Under the guidance of the Director, helping to deliver agreed KPIs for funding in relation to measures of inputs, outputs and outcomes and to monitor and report on these KPIs;
- Working with the Director and a large multidisciplinary group of academics (with expertise across STEAM subject areas - science, technology, engineering, maths, arts and humanities) to gain understanding of research capabilities in order to match these to industrial engagement and funding opportunities as they arise;
- Scanning the funding environment for new opportunities and sharing / testing ideas with academic colleagues for suitability to progress to applications;
- Management of funding application processes, from awareness / lead generation through triage with academic colleagues to writing and submitting applications, with a focus on industrial collaboration, and then review of learning from outcomes of these applications and handover to the delivery team for successful applications;
- Taking the lead on writing the non-technical sections of funding applications;
- Close liaison with the Finance and Research Support team in the Faculty of Arts Humanities and Culture to ensure that applications are prepared and costed appropriately;
- Working with academics to build and maintain relationships with research and innovation-intensive organisations and businesses in the fashion, textile and colour sectors, with the aim of developing opportunities for collaborative research;
- Qualifying collaboration opportunities across the UoL using the University's business engagement framework to assess the "fit" of prospective partners;



Based on agreed criteria with RIS and the wider University, using knowledge of external business markets/sectors and the ability to match business needs to the capabilities of the University;

- Understanding the real needs and requirements of external funders and, thereafter, managing expectations internally and externally via agreed levels of service, time scales, etc. to ensure projects are fully scoped and delivered to the agreed terms;
- Acting as an ambassador for the Institute and the University of Leeds when engaging with external organisations;
- Planning and delivering presentations, attending events and conducting building / facility tours for prospective partners and stakeholders;
- Signposting effectively and efficiently to other parts of the University, for example if Professional Education or Continuing Professional Development (CPD) is required;
- Building relationships internally across the University to support the identification of new collaborative opportunities, maximising academic engagement in the Institute.

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 Engagement Manager, you will have:

- Experience of working in a research/knowledge exchange environment;
- Experience of bid writing and developing/supporting successful research grant proposals and/or business plans (including costing);
- Experience of managing and supporting multi-partner research projects including projects with external/industrial organisations;
- Experience in the planning, monitoring and reporting of a programme of research funding applications to meet an income target;
- Significant project management experience of individual funding bids including monitoring progress and reporting on KPIs.
- Business engagement experience, with experience of applying an adaptable and innovative approach to work;



- Experience in engaging new academics to undertake funding applications with a capability to understand and capture a business need and to translate this into an opportunity that can be developed with an academic;
- Excellent oral and written communication skills, along with excellent interpersonal and relationship building skills, with an ability to manage expectations and listen and understand needs;
- Excellent team working skills with the ability to work collaboratively and cooperatively with colleagues;
- Experience of relevant industry sectors, with particular experience of working with technology businesses;
- Proficiency in Microsoft Office.

You may also have:

- Experience of working in Textiles, Fashion or Colour Science;
- Experience and / or knowledge of Higher Education Institutions;
- A proven track record of matching customer needs to product/service capability.

## 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:

**Prof Stephen Russell**

Email: [s.j.russell@leeds.ac.uk](mailto:s.j.russell@leeds.ac.uk)

## Additional information

### Our University

As an international research-intensive university, we welcome students and staff from all walks of life (and from across the world). We foster an inclusive environment where



all can flourish and prosper, and we are proud of our strong commitment to student education. Within the Faculty of Arts, Humanities and Cultures we are dedicated to diversifying our community and we welcome the unique contributions that individuals can bring, and particularly encourage applications from, but not limited to Black, Asian, people who belong to a minority ethnic community; people who identify as LGBT+; and disabled people. Candidates will always be selected based on merit and ability.

### **Working at Leeds**

We are a campus-based community and regular interaction with campus is an expectation of all roles in line with academic and service needs and the requirements of the role. We are also open to discussing flexible working arrangements. Find out more about the benefits of working at the University and what it is 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.

