

Job Description
Vacancy Ref: N1229

Job Title: ERDF Business Partnerships Officer	Present Grade: 6
Department/College: Centre for Global Eco-Innovation, Enterprise and Business Partnerships, Lancaster Environment Centre (LEC)	
Directly responsible to: Manager, Centre for Global Eco-Innovation	
Supervisory responsibility for: N/A	
<p><u>Other contacts</u></p> <p>Internal: Project team, academic and technical members of staff, other associate directors in LEC, members of staff in Research & Enterprise Services, students, administrative staff and member of staff in other outreach teams across the University.</p> <p>External: Project teams in other institutions, senior technical managers, directors and owners of companies, external economic development agencies, LEP and DCLG staff, research councils and government agencies.</p>	
<p>Major Duties :</p> <p>The role will be central to the Centre for Global Eco-Innovation run out of <i>Enterprise & Business Partnerships</i>, the professional team within the Lancaster Environment Centre, leading the development of collaborative relationships with the business community as part of this project.</p> <p>The role will carry substantive individual responsibility to deliver a significant target-driven contribution to the development of new high-quality company relationships with a view to delivering CGE assist targets. The role holder will use specific expertise and/or experience relevant to one or more of our target sectors to:</p> <ol style="list-style-type: none"> 1. Supporting the development and delivery of graduate & undergraduate CGE projects as collaborative projects between Regional Enterprises and Lancaster University 2. Secure new collaborations with the commercial and industrial sectors leading to CGE assists and outputs. 3. Development of project briefs (in consultation with partner business and academic staff) for placement opportunities via the CGE Projects for LEC UG and PG projects. 4. Develop on-going business-academic relationships, including ensuring that appropriate contractual arrangements are in place, monitoring project progress and collecting outputs and results. 5. Monitoring of Lancaster students on the CGE and on placement (including liaison with partner companies, academic staff and students. Act as a main point of liaison and coordinate relations between academic staff, company staff and students including site visits. 6. Attendance at shows and showcase events to represent the University and promote the projects delivered through the Centre for Global Eco-Innovation. 7. The development of case study and promotional material to support business recruitment 8. Significantly contribute to the targets associated with the Centre for Global Eco-Innovation programme of activity. 9. Market partnership opportunities to the commercial and industrial sectors. 10. Significantly contribute to an increase in the volume and diversity of research activity. <p>Other duties as directed and consistent with the grade and scope of the role.</p>	