

Head of Partnerships and Engagement (LUMS)

Job Briefing Pack June 2019

Closing Date: Monday 26th August | Ref: A2643



Lancaster University Management School

LUMS

LUMS is one of the UK's leading Management Schools. We are proud of our strong collegial culture that places research at the heart of our success informing both our teaching and engagement activities, ensuring our work has impact. LUMS faculty work with students and external partners at the boundaries of knowledge and practice, challenging conventional wisdom and contributing to future best practice. With six academic departments, ten research and engagement centres and the London based Work Foundation, we offer teaching and research excellence across the full range of business and management subjects.

We provide a challenging and inspirational education to over 5000 students. Many of our programmes are highly ranked in the UK and across the world by leading organisations such as the Financial Times, Forbes, QS, The Economist and more. We enjoy high student satisfaction and excellent graduate outcomes and we currently hold quadruple accreditation from the most influential business school accreditation bodies (AACSB, EQUIS, AMBA and the Small Business Charter).

We operate globally but are embedded in our locality. We have an established reputation for SME engagement and for improving productivity and organisational performance with our partners. One of our key strategic objectives is to further develop and leverage our academic excellence to ensure that we are recognised for being both deeply intellectual and deeply engaged.

The newly created post of Head of Partnerships and Engagement will be influential in helping us to achieve our ambitions for engagement and will lead the Partnerships and Engagement team to support our engagement strategy.

We are looking to attract someone who can help build our network of partnerships and facilitate rich engagement between our academic community and our external collaborators for mutual benefit.

You will have experience of developing exciting opportunities, of forging strong, purposeful relationships and of cultivating a positive environment where colleagues are motivated to contribute and achieve.

You will have current knowledge of relevant policy and regulatory frameworks and of funding streams to support our engagement activities. You will bring experience of successful income generation and business development from a range of bodies and individuals and the ability to carefully assess opportunities against strategic goals. You will have, or be able to develop, a good understanding of our research and teaching strengths and will be able to influence, advise and advocate, to think strategically and tactically, to listen closely and to translate ideas into action.

The Head of Partnerships and Engagement will be part of a wider cross institutional team of engagement colleagues and will contribute to a 'One Lancaster' approach, sharing opportunities and ideas and working collectively to resource and deliver our engagement agenda. Our success depends on the contribution, commitment and support of all of our community and we are committed to equality and diversity.

We hope that the role of Head of Partnerships and Engagement (LUMS) is of interest and encourage you to contact us for an informal conversation about the post and the benefits of working with us at Lancaster University.

Interested applicants can contact either:

Jane O'Brien,
Associate Dean for Engagement (LUMS) at
j.obrien@lancaster.ac.uk

or

Sue Atherton,
Head of Administration (LUMS) at
s.atherton1@lancaster.ac.uk



Executive Summary

Lancaster University is one of the UK's top universities, we are consistently ranked well inside the top 10 across all major league tables, and are currently University of the Year in the Times and Sunday Times Good University Guide.

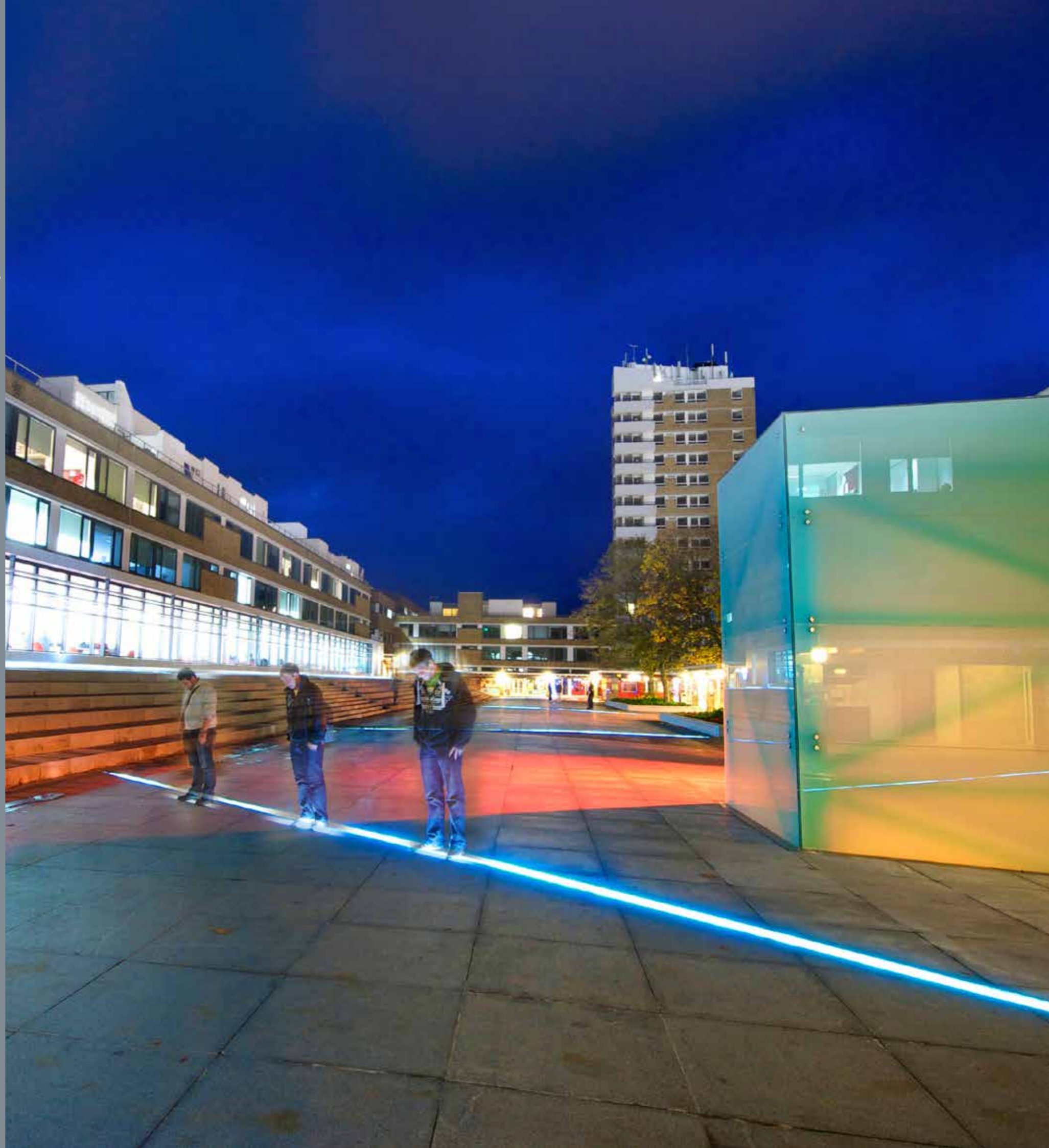
Competition for undergraduate places is the highest it has ever been, and Lancaster graduates are performing very well in an increasingly competitive job market.

At Lancaster University, we place great emphasis on an excellent student experience and students work with academics who are experts in their field. We provide an environment that is conducive to learning for a culturally and ethnically diverse student and staff population, on a friendly campus that is part of one of the safest cities in the UK. Since 2003 the University has invested over £450M to transform our campus for students and boost research and teaching facilities.

Lancaster University has an international outlook, but also a strong commitment to engage with the regional agenda and works closely with its partners across the North West.

Students and staff from over one hundred countries make up a thriving community based around nine colleges. Lancaster's community extends far beyond the campus with research, teaching and student exchange partnerships with leading universities and institutions in 24 countries around the world from China to Brazil, including our current overseas teaching partnerships and campuses in China, Ghana and Malaysia.

Following the University's golden anniversary in 2014, we continue to celebrate the inspiring work of our academic community and extend the opportunities that Higher Education brings to students from all backgrounds.



Our University

Lancaster University is an international leader in the provision of inspiring teaching and research; this reputation is reflected in our ranking in the UK top 10 in all three major UK rankings (Times/Sunday Times, Guardian, and the Complete University Guide).

The University has been awarded the 'University of the Year' award 2018 by the Times and The Sunday Times. The University is also ranked 1st in the North West, Best Campus University, and 150th in the Times Higher Education World University Ranking 2018. Lancaster University has been awarded the highest possible ranking in the UK government's Teaching Excellence Framework (TEF) rating, which aims to recognise and reward excellence in teaching and learning in UK institutions. The TEF Gold rating is based on high-quality teaching, excellent teaching facilities, and the career opportunities provided to graduates. The University's research has also been rated as world-leading in the 2014 Research Excellence Framework (REF), which assesses the quality and impact of research submitted by UK universities across all subjects. In the last research assessment exercise, 83% of our research was rated 'internationally excellent' or 'world-leading'. Our research is truly international in focus with research partnerships in over 60 countries around the world. Lancaster University is also proud to be a member of the N8 Group, a research partnership of the eight most research-intensive universities in the North of England.

A major strength of Lancaster University is its thriving ecosystem of interdisciplinary research. This collaborative approach is fostered by its mixture of formal and informal structures - including Institutes and University Research Centres - bringing together experts from different disciplines to address regional, national, and global challenges. The University comprises 13,500 students and around 3,400 staff. Lancaster is one of only a handful of universities with a collegiate system which has helped to forge a strong sense of identity and loyalty, and continues to be a distinctive feature of Lancaster University life. More than £450 million has been invested into the Campus since 2003, creating new academic facilities, student social facilities, and improved teaching space.

Our campus has transformed over recent years due to a number of significant redevelopment projects, including the refurbishment of the library and multi-million pound investments in other facilities across the University.



Our Strategy for 2020

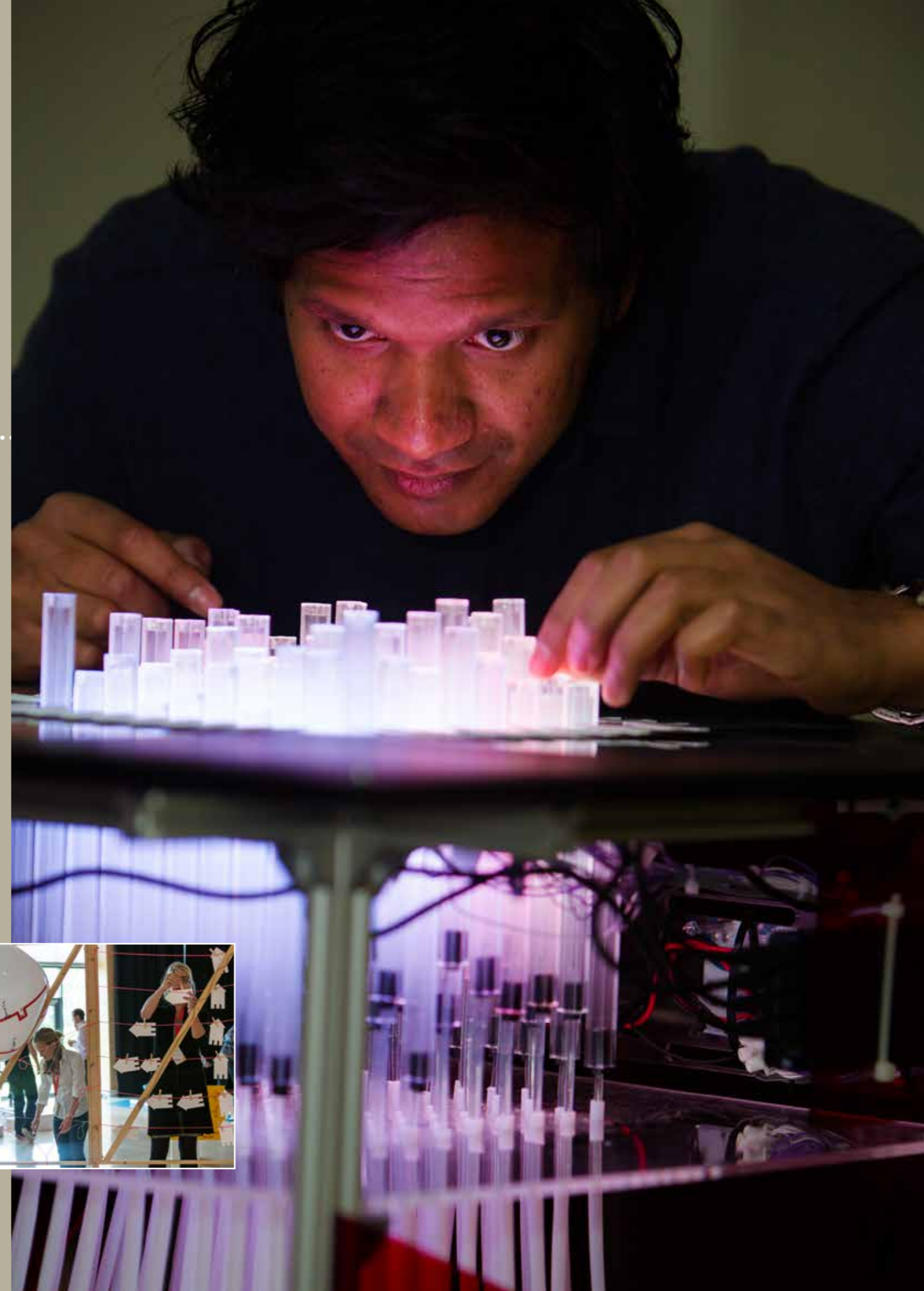
Our strategy is to become a university that is globally significant – a leader in higher education that provides the highest quality research and teaching, and engages locally and internationally on the issues and debates of the day and of the future.

Driven by research and stimulating learning, the globally significant university informs and changes practice and thinking worldwide. Our strategy is founded on three priorities of equal importance. Success across all three of these domains will be critical if we are to fully realise our strategic goals. In the rapidly changing context of UK higher education, the University community has identified that we now need to increase our engagement with third parties, enhance our reputation and continue to grow in scale. We have reviewed and updated our objectives to reflect these factors, and new or revised objectives are highlighted against each of our three overarching priorities.

The priorities are:

- Research that changes practice and thinking
- Teaching that transforms society and the lives of people in it
- To actively engage with students, businesses and our communities

Further details on our Strategic Plan can be found at:
www.lancaster.ac.uk/about-us/strategic-plan/





For further information about working and living in Lancaster please visit: www.lancaster.ac.uk/working-at-lancaster

Our People

Lancaster's success depends on talented, creative and committed people who work hard to make this University so special and distinctive.

Our vision for the future is to be a sustainable and an academically excellent institution recognised as one of the leading universities in the world.

You will be joining a university which is amongst the best on any objective measure, but also modern, forward thinking, and quick and nimble in adopting the latest developments in teaching and research.

Lancaster University is committed to attracting, developing and retaining the best staff, celebrating equality and diversity, and recognising how all staff contribute to and enhance the overall success of the University. Our People Strategy 2020 clearly articulates that the core strength of the university is our people.



About Lancaster and the UK

For further information about working and living in Lancaster please visit: www.lancaster.ac.uk/working-at-lancaster

The City of Lancaster has a long and diverse history, having gained its first charter in 1193. In the heart of the city centre lies a 12th Century castle – one of the best preserved in Great Britain – which dominates the hill above the River Lune.

Lancaster is small enough to explore on foot, but big enough to keep you entertained all day, and was recently ranked as one of the top ten most vibrant cities in the UK (the Experian Vibrancy Report), thanks to its established arts scene and student population. It offers excellent shopping, cinemas, theatres, and restaurants, with many well preserved older buildings. The area is also well served with state, private and church schools.

Lancaster's live music venues are home to regular guitar, electronic, folk, classical and jazz gigs. Fans of independent film and theatre have the choice of the city centre Dukes Theatre and Cinema, Grand Theatre, and Vue multiplex cinema, and the University's own Nuffield Theatre and LU Cinema. Venues also regularly play host to major comedy and theatrical tours too. With a number of galleries and museums located in the city, there is plenty for lovers of the arts to get their teeth into. The latest listings can be found through the Lancaster Arts City app.

Lancaster itself is situated in a delightful part of North West England. The rural landscape is superb, with the Lakeland fells in full view across the expanse of Morecambe Bay. The River Lune runs along the edge of the Forest of Bowland, an area of outstanding natural beauty, past many villages, into Lancaster and to the sea. There are two National Parks, the Lake District and the Yorkshire Dales, which are within a 30-minute drive. Lancaster is just over two hours by fast train to London and it is less than one hour to Manchester airport, which offers direct flights to most European capitals, the Middle East, and North America and the Far East. Lancaster, and the local surrounding area, offers a unique combination of city, coast, and countryside. There is an excellent choice of accommodation in the 'travel to' area which stretches from the Lake District to Preston and east along the Lune valley, as well as Morecambe and Lancaster, offering a range of housing from city centre to rural environments. Housing is varied (from old townhouses to barn conversions and new builds) and is competitively priced, especially against similar properties in South East England. The University offers allowances for staff (Grade 6 and above) who have to move to join us.



The Role

Job Purpose

Engagement with external organisations, businesses and agencies is a key strand of the University and Faculty's strategy. External engagement supports the quality, relevance and impact of our research and teaching and supports graduate employability and employment. It includes Knowledge Exchange (KE), which refers to the multiple interactions between LUMS and businesses, public services, charities and communities to create societal and economic benefit. These can include joint research and development, and consultancy and training (executive education).

The Head of Partnerships and Engagement will be the professional services lead for

Key Responsibilities

- Contribute to the development, and lead the implementation, of the LUMS engagement strategy and provide School input to the development of University level strategy;
- Lead the newly re-organised Partnerships and Engagement Team to develop and support engagement activities that further leverage LUMS' academic excellence, developing a strong culture of continuous improvement and collaboration;
- Lead the development of strategic partnerships using collaborative/contract research; facilities access; CPD and bespoke training; provision of learning opportunities via executive education, work-based placements or internships, Economic Development and Regeneration programmes and Intellectual Property Commercialisation with a specific focus on new income streams that support the University's Higher Education Innovation Fund (HEIF) allocation;
- Ensure all activities are aligned to LUMS academic expertise, research and teaching priorities <https://www.lancaster.ac.uk/lums/research/>;
- Support the engagement needs of LUMS research e.g. by engaging with external collaborators and supporting pathways to impact working with Senior Research Development Managers and Impact Managers;
- Provide accountability for the delivery of the knowledge exchange strategy, activities and budgets funded through the Higher Education Innovation Fund (HEIF) and wider KE programmes;
- Provide access to LUMS expertise for external partners, manage key accounts and provide an effective commercial and professional service to support involvement in engagement activities;

engagement within LUMS and will work in close partnership with the Associate Dean for Engagement (ADE) and the Associate Director of Enterprise & Innovation. They will develop, implement and monitor the School engagement strategy, aligning this to the wider University KE strategy, leading the School contribution to the development of institution wide priorities and projects (known as the One Lancaster approach).

A key aim of the strategy is to build and manage collaborative strategic partnerships with external organisations and to facilitate academic engagement. The role therefore involves significant leadership as well as operational management responsibilities.

- Lead on partnership development and business development and the identification of new income streams informed by Government Industrial Strategy and School priorities;
- Keep abreast of national trends and policy developments in order to identify opportunities for funding and inform engagement strategy;
- Lead the development of the School in line with requirements for the new Knowledge Exchange Framework (KEF) and lead the School contribution to the institutional response to the annual Higher Education Business and Community Interaction (HE-BCI) survey;
- Ensure the development of effective management and administrative systems to support engagement activities;
- Liaise closely with colleagues within LUMS, in particular the Executive Education Development Team, Careers, Marketing, Alumni, Recruitment and Conversion to ensure coherency of activities and recognition of mutually beneficial opportunities;
- Lead the development of requirements for external audits and accreditations; including the Small Business Charter and co-ordinate the engagement contributions for AACSB and EQUIS;
- Be a member of the LUMS Professional Management Group with collective responsibility for promoting and achieving School strategic objectives;
- Other duties as directed commensurate with the grading of the role.



Person Specification

Criteria	Essential/ Desirable	How it will be assessed
Degree level qualification	Essential	Application Form
Experience of income generation and business development from a broad range of sources such as KE funding bids	Essential	Supporting Statements/ Interview
Experience of partnership development and collaborative working and a successful track record in client relationship/key account management	Essential	Supporting Statements/ Interview
Excellent communication and negotiating skills, the ability to win the confidence of and influence academics and external stakeholders, and to represent the University internally and externally	Essential	Interview
Excellent management skills including management and motivation of teams, of project deliverables and of resources	Essential	Supporting Statements/ Interview
A flexible approach to working hours as frequent travel may be required	Essential	Interview
Familiarity with government policy, regulatory frameworks and funding streams that relates to engagement and knowledge exchange within HE (in particular the Industrial Strategy)	Essential	Supporting Statements/ Interview
Understanding of academic research, teaching and impact; the mutual benefits of engagement between public/private enterprise and academia; and the ability to successfully match opportunities to goals	Desirable	Supporting Statements/ Interview
Successful track record of leading and managing engagement/knowledge exchange activities preferably within higher education	Desirable	Supporting Statements/ Interview
Relevant postgraduate or professional qualification and/or professional body membership.	Desirable	Application Form
Established external networks relevant to the role.	Desirable	Supporting Statements/ Interview



Employee Benefits and Reward Package



Remuneration

The salary range for this role is **£51,630 - £58,089**

Pension

For this role the University offers the opportunity to join the Universities Superannuation Scheme (USS).

Relocation

For those relocating nationally or internationally a generous relocation package is available.

Flexible Benefits

All staff are eligible to participate in the University's sector-leading flexible benefits scheme. The scheme provides staff with the opportunity to purchase benefits at discounted rates and also to take advantage of tax and national insurance savings on some of the benefits chosen.

The current benefits include:

- Pre-School Centre
- Cycle to Work scheme
- Season Ticket Loan
- Low Emission Cars
- Charitable giving
- Shopping discounts
- Dental insurance
- Health cash plan
- Sports Centre membership
- Lancaster and external courses
- Professional Bodies' membership fees
- Car parking
- Subsidised annual bus pass
- Discounted staff dining card
- Local retail discount card
- Theatre membership
- Home technology
- Additional annual leave



Detailed information on benefits are available at www.lancaster.ac.uk/employment-benefits.

Process and Timeframe

Applications should be made online at <https://hr-jobs.lancs.ac.uk/A2643>

Closing date for receipt of applications: **26th August 2019.**

Interviews are likely to be held during the week commencing **9th September 2019**

Informal questions regarding the post should be directed to Jane O'Brien, Associate Dean for Engagement (LUMS) at j.obrien@lancaster.ac.uk or Sue Atherton, Head of Administration (LUMS) at s.atherton1@lancaster.ac.uk.

An appointment will be made subject to satisfactory references, in line with the usual terms and conditions of employment at the university.



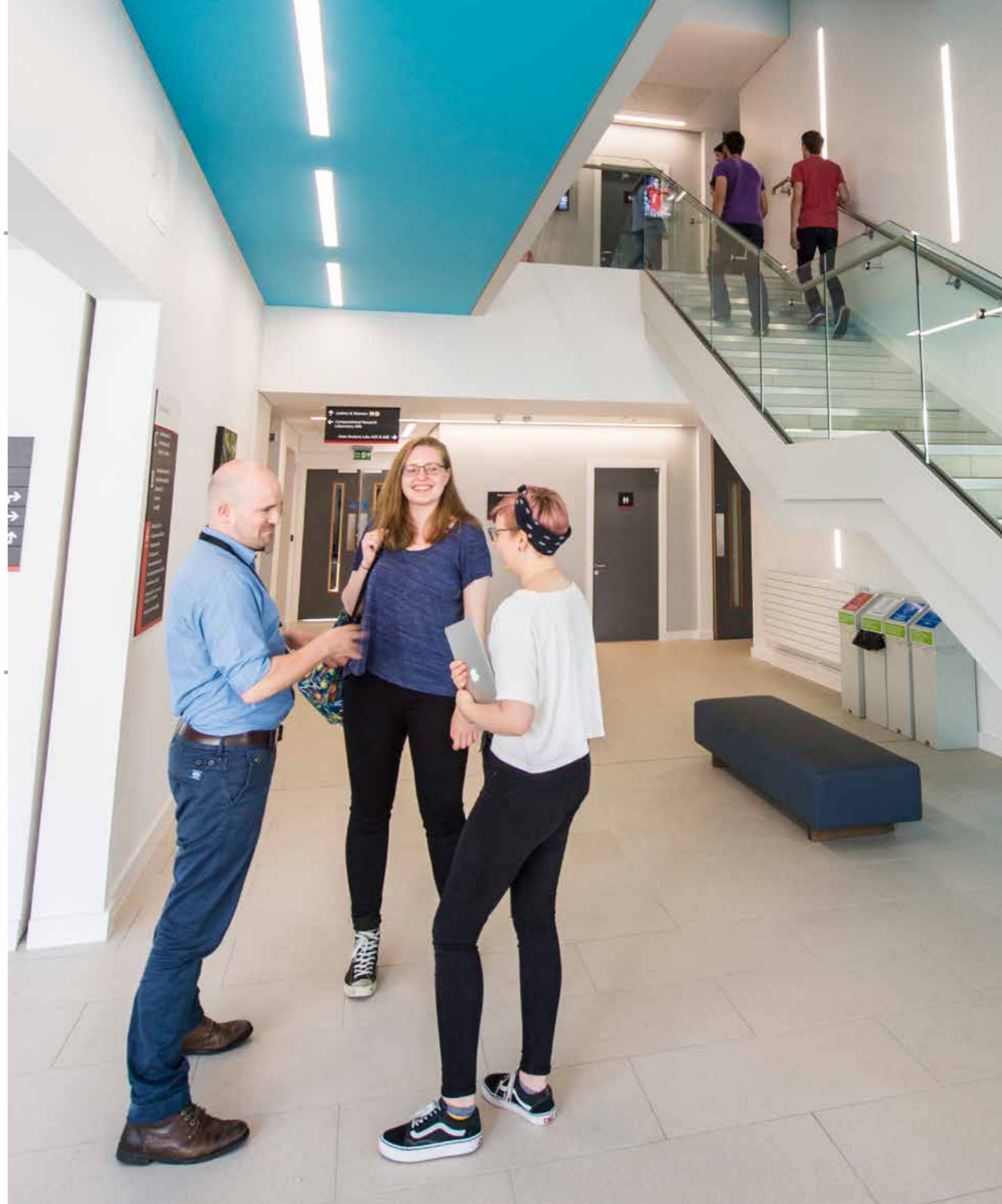
Recruitment Statement

We want to provide you with full information at an early stage to enable you to make an informed decision as to whether you are committed to pursuing this position and to outline the University's expectations of all candidates taking part in our recruitment process.

Once you have reviewed the information below, and in fairness to everyone concerned, we would ask that you give serious consideration to proceeding further with this process if you think you may not accept the position should it be offered to you.

The role will be located in Lancaster and there is a requirement that successful candidates will live within commuting distance of the Lancaster University Bailrigg campus. If this might involve a re-location for you, it is of course important that candidates consider how the move might affect anyone who may accompany you (for example, early consideration may need to be given to local schooling, housing and other employment opportunities where other family members are involved, as early as possible). We will support you as much as possible with this and are happy to discuss any concerns you may have. We would ask you to agree to undertaking a positive, open, and transparent dialogue with us throughout the recruitment process, raising questions and any concerns as early as possible.

Lancaster engages in a variety of domestic and international benchmarking exercises to ensure we are extremely competitive in the levels of reward and recognition we provide, therefore we are confident that any offer made will be strong and competitive. If you are happy to continue in your application for the position in light of the above expectations, we would very much look forward to hearing from you.



Join Us

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www.lancaster.ac.uk

“We make campus an inspiring place to be.”