

JOB DESCRIPTION
Vacancy Ref: A2644

Job Title: Partnership Development Manager	Present Grade: 8
Department/College: Lancaster University Management School	
Directly responsible to: Director of Partnerships and Engagement	
Supervisory responsibility for: Not Applicable	
Other contacts	
<p>Internal: Colleagues in Research and Enterprise Services, Associate Dean in LUMS and other faculties, Professional KE leads and Business Development Managers in other faculties, Professional Services colleagues in LUMS, other faculties and the centre, academic staff and departments.</p> <p>External: Appropriate members of staff in private and public sector and other collaborating organisations, funding agencies, Government and public sector bodies, equivalent roles in other HEIs and professional organisations.</p>	

Key purpose

The key purpose of the role is to manage collaborative external partnerships and develop engagement opportunities for LUMS in line with the faculty and University strategy.

This includes:

- Working with business development staff across the University to ensure that external partnerships are sustained, managed strategically and allow access to trans-disciplinary expertise.
- Building new partnerships and managing existing partnerships and relationships.
- Working with external agencies, organisations and businesses to identify and develop opportunities for engagement with LUMS, including accessing funding.
- Acting as key account manager for clients.
- Brokering/facilitating academic engagement by supporting academics with commercial and professional skills

Partnership Development Managers will be allocated to one or more academic departments so that they develop an insight into departmental needs and aspirations. In addition, their portfolio may be determined by e.g. business sector and/or theme (e.g. Productivity).

See definitions below.

Major duties

1. Keep abreast of trends nationally and regionally (e.g. with the Industrial Strategy and UKRI funding) in order to identify opportunities and inform developments.
2. Strategically manage a portfolio of key external relationships to maximize the potential for engagement.
3. Proactively seek and build new partnerships in line with strategies for engagement in research and teaching.
4. Work collaboratively with academic and professional colleagues to support the development of the 'engagement offer' across research expertise, professional development and student talent, aligning internal requirements with external needs.

5. Develop knowledge exchange (income-generating) opportunities with partners, including contract research, consultancy, KTPs and executive education/professional development including writing bids and tenders for work.
6. Support the engagement needs of research including research grants e.g. by engaging with external collaborators and supporting pathways to impact.
7. Write and/or contribute to funding bids to funding agencies in support of faculty plans.
8. Act as a first point of contact for new external partners, qualifying their requirements and where appropriate, enabling them to access the expertise they need where this is in line with faculty/University plans. This may range from signposting to brokering introductions to on-going professional project support.
9. Work with colleagues in Careers, Executive Education, SME Business growth teams and Research Support to manage customer service and smooth transitions.
10. Work collaboratively with colleagues across the University to develop cross-faculty initiatives and support the development of faculty and institutional business intelligence and relationship management systems.
11. Develop networks and deliver externally facing events to support collaborative partnership development.
12. Represent the faculty and University at external events
13. Provide professional and commercial expertise to support academic colleagues with engagement projects (e.g. this may be delivery of contract research or KTP) and keep the relationship with the client.
14. Maintain relationships beyond the delivery of specific projects to seek further ways to engage across research, professional development and student talent.
15. Liaise with colleagues in Marketing, Alumni, Recruitment and Conversion to market and promote engagement activities, raising LUMS's profile and contributing to the generation of engagement opportunities.
16. Contribute to School wide accreditations (currently AACSB, EQUIS, AMBA and Small Business Charter).
17. Contribute to continuous improvement, change management and service excellence initiatives in line with strategy and business need.
18. Make a positive contribution to the LUMS and Lancaster University communities, supporting organizational values and partnership working.
19. Any other duties consistent with the nature and grading of the role as agreed.