

JOB DESCRIPTION

Vacancy Ref: A3527

Job Title: Partnerships, Business Engagement & EDI Manager	Present Grade: 8
Department/College: Faculty of Science & Technology	
Directly responsible to: Next Gen Chem Programme Manager	
Supervisory responsibility for:	
Other contacts	
<p>Internal: Faculty Business Engagement Teams, Heads of Department and members of staff in Chemistry, Engineering, academic staff, members of the cross-theme support teams and other departmental, faculty and central services support staff.</p> <p>External: Businesses, including SME's and corporates, appropriate members of staff in companies and other science user organisations, funding agencies, equivalent roles in other HEIs and professional organisations.</p>	
Major Duties:	
<p>The role of EDI Manager will be to work alongside a technical team to develop and maintain relationships, and support Businesses within the Next Gen Chem project</p> <p>The role will work across the Departments of Chemistry and Engineering and maintain relationships with external organisations.</p> <p>Principle duties of the role include:</p> <ul style="list-style-type: none"> • Manage the EDI component of the NextGenChem programme and be responsible for the creation of a blueprint in this regard working with SMEs, academics and stakeholders • Ensure regular, clear communication with all stakeholders including beneficiaries, partners, suppliers, internal colleagues/teams of EDI practices • In relation to this role be the lead point of contact for external networks for relevant EDI related partners and other business support organisations, establishing inter-institutional working mechanisms and support for clients • Manage participation of female representatives in SMEs and proactively engage with female business networks such as Women in Business (North West); Women in Business Networks and Enterprising Women • Act independently to identify new opportunities for technical and research collaborations in relation to EDI related to NextGenChem • Develop and facilitate support to SMEs through the development of deliverable workshops to encourage best practice and shared internal and external organisational learning • Make a contribution through networking to the recruitment of companies via the creation that includes SMEs, Primes, university academics, Innovate UK, other related organisations, to then identify and lead on application for collaborative projects funded by the Industrial Strategy • Develop relationships with key stakeholders to deliver initiatives and projects to promote and improve equality, diversity and inclusion across the NextGenChem project and wider Partnership and Business Engagement Team 	