

THE UNIVERSITY OF MANCHESTER

PARTICULARS OF APPOINTMENT

PROFESSIONAL SERVICES

DIRECTORATE OF RESEARCH AND BUSINESS ENGAGEMENT

DIVISION OF BUSINESS ENGAGEMENT & KNOWLEDGE EXCHANGE

BUSINESS ENGAGEMENT OFFICER

VACANCY REF: PSX-022423

Salary:	Grade 6 £35,308 to £43,155 per annum, depending on relevant experience
Hours:	1 FTE
Duration:	Permanent starting from 1 September 2023
Location:	Oxford Road, Manchester

Enquiries about the vacancy, shortlisting and interviews:

Name: Chris Hepworth, Business Engagement Manager

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Overall Purpose

This position will contribute to the development and implementation of the University's and Faculty's business engagement and knowledge exchange strategy and supporting objectives.

The role holder will be based within and report to the Faculty and also be a member of the wider functional team of Business Engagement & Knowledge Exchange (BEKE), part of the Directorate of Research and Business Engagement. They will work with colleagues to develop and implement strategic objectives for the University's engagement with business including addressing opportunities for fully funded collaborative research with business, industry, governmental agencies and other appropriate organisations in response to arising priority areas.

The role holder will be expected to be mobile between Faculty and Central University functions as part of a functional team of business engagement and knowledge exchange.

The post will also contribute significantly to University-wide activities, including the development and response to strategic industrial collaborative funding opportunities at an institutional level; facilitating collaborative links and interactions within the Faculty with external industrial partners and external funding agencies. They will additionally support the Faculty Research Development and Innovation

Manager, Head of Research and Business Engagement (RBE), Vice-Dean for Research and Associate Dean for Business Engagement (ADBE), Associate Dean for Research and Innovation (ADRI's) and Head of BEKE on business engagement and innovation activities and strategy, and work closely with the BEKE Head of Strategic Partnerships.

Key Responsibilities

Strategic

- To support colleagues in establishing and maintaining the University's reputation and profile nationally (and internationally where appropriate), benchmarking and contributing to the development of KPIs, in relation to the overall business engagement objectives, so that the University can be seen as a leader exemplifying best practice;
- To contribute to University-wide BEKE activities e.g. research collaboration, consultancy, teaching; operational and strategic and work with colleagues in International, Strategic Partnerships and Business Intelligence to develop new opportunities;
- To respond to future strategic developments and business sector needs as directed by the Business Engagement Manager and Research Development and Innovation Manager;
- As required, to support internal agile project groups in areas related to business engagement, e.g. Industrial Strategy Challenge Fund, in particular to new arising priority areas of focus and support income generation at Institution and Faculty level from activities involving interactions with business and other organisations.
- To support the management of key internal and external client relationships (existing and new); to provide an accessible initial contact point, and to support effective, compelling and meaningful visibility to companies.

Faculty Specific Duties

- To encourage and facilitate the development of an outward looking culture seeking to apply research and teaching into benefit for society and to support translation activities within the Faculty and University in partnership with other functions e.g. University of Manchester Innovation Factory, Alumni Relations, Careers Service.
- To provide support on key issues concerning business engagement activities including contractual issues, costings, project outputs, and priority research areas, to the successful operation of the Faculty.
- To support the implementation of the Faculty's Research and Innovation Strategy, policies and procedures, in particular the arising areas of high priority.
- To manage and develop a portfolio of BEKE activities within the Faculty, taking guidance from the ADBE, ADRI, Head of BEKE, and the Faculty Research Development and Innovation Manager.
- To advise academic staff on University policy relating to industrial and other appropriate interactions and to act as a 'one-stop shop' for support for all aspects of such interactions (working in close liaison with the University's Research Service, Contracts and Finance), in addition to negotiating pricing, financial modelling and liaison with other University and Faculty functions.

- To raise awareness of opportunities for business engagement amongst Faculty staff through communication, training and marketing activities to increase the proportion of academics so engaged.
- To support academic staff in developing fruitful partnerships with industry (working in close liaison with the Research Services Team)

Essential Knowledge, Skills and Experience:

To be successful, each candidate will need to be able to demonstrate that he/she is:

- Educated to degree level and/or professional qualification in a relevant subject; or equivalent professional experience.
- Knowledge or experience of the interfaces between Higher Education and Industry
- A good networker with excellent interpersonal skills, who is able to influence and advocate effectively and appropriately
- Able to work with a broad spectrum of stakeholders
- A good listener with well-developed relationship building skills and with the confidence and professionalism to win credibility at all levels internally and within partner organisations
- Aware of the priorities and culture of relevant industrial sectors and of academic institutions and has a working understanding of how companies engage with their academic partners
- Experience of project working and of successful outcomes
- Experience of customer relationship management and delivering an exceptional customer service to stakeholders.
- Excellent communication skills, with the ability to communicate with all levels of staff in the University, both orally and in writing, and be able to engage and influence colleagues.
- An excellent team player and able to work collaboratively and proactively across organisational boundaries.
- Able to manage projects and operations within budget.
- Ability to represent the University externally.
- Knowledge of the University's organisation, governance and strategic objectives.

General

- Have an understanding of and commitment to promote the University's policies and procedures to support and promote Equality & Diversity.
- To maintain confidentiality of information in line with data protection requirements and University policy.
- To contribute to the University's agenda for social responsibility, including sustainability.

Desirable Knowledge, Skills and Experience:

- Degree or further degree (or equivalent) in a relevant subject in Health Sciences, Biological Sciences or Medical Sciences.
- Experience and knowledge of research areas across the Faculty of Biology, Medicine & Health.
- Advanced appreciation of research topics and practice in the Faculty, including the interface between Higher Education Institutes and NHS Trusts and partner organisations.
- A track record of successful collaboration and working with external partners.
- Experience of having played a key role in delivering a large scale increase in research funding.

Expectations and success factors

- To be a proactive team member and treat all colleagues and students with respect in accordance with the established PSS Behaviours.
- To be willing to work across organisational boundaries.
- To seek new knowledge and share ideas.
- To be open and responsive to change and innovation