Purpose of role
Reporting to a Research and KE Development Manager (Arts), the role holder will support business engagement in the Faculty of Arts and support opportunities for the translation of research across the Creative, Digital, Cultural and Heritage sectors to aid commercialisation and business growth. A primary focus will be the University of Nottingham’s Virtual and Immersive Production Studio (VIP Studio, located in Studio 11 - Kings Meadow Campus).

Nottingham is the centre of the East Midland’s creative sector and has one of the fastest growing Creative and Digital Industries (CDI) sectors in the country employing c. 7% of the city’s workforce (ONS, 2020) and accounts for 11% (c. £1.2b) of the city’s total GVA. Since 2010, sector GVA has grown by 80%, the second highest of all sectors in Nottingham. The sector has also grown at a faster rate than in any other major UK city, after London. The role holder will develop strong links with the CDI sector in Nottingham and wider D2N2 East Midlands region and establish a strong regional business engagement network. Responsibilities will include the recruitment of new business contacts to enable research collaborations and knowledge exchange opportunities and the management of a portfolio of business contacts to cement the University’s reputation for business innovation support.

The role holder will be expected to set up and/or attend some business recruitment events and business engagement events.

The role holder will work with Faculty Research and KE Development team in the Faculty of Arts, and similar roles in other Faculties/disciplines project/network development and liaise with Business Engagement support in the central professional service: Research & Innovation.

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<th>Main responsibilities</th>
<th>% time per year</th>
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| To proactively support business engagement for research and knowledge exchange led from the Faculty of Arts (FoA):  
  - Promote FoA R&D facilities and research expertise to businesses and other stakeholders to raise the profile of FoA R&D facilities and wider | 75% |
collaborative opportunities across the creative, digital, cultural and heritage sectors.
- Manage the day-to-day marketing and communications of the collaborative support available to businesses.
- Support programme development and management of business engagement within FoA R&D facilities (e.g., VIP Studio).
- Contribute to academic network development across Faculties and Schools to support multi- and interdisciplinary collaborative research and KE/commercialisation with businesses.
- Develop and oversee systems of recording business engagement interactions and use of FoA facilities to enable onward reporting (e.g., as part of HEBCIS return).
- Liaise with central Research & Innovation teams to ensure consistency and quality of business engagement experience for external businesses and maximise business engagement opportunities including successful draw down of commercialisation and engagement funding.

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<th>To assist the academic leads of R&amp;D facilities with business engagement programmes (both face-to-face and virtually) and media activities:</th>
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<td>- Assist the development and delivery of targeted events and workshops to engage businesses in R&amp;D activities.</td>
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<td>- Liaise with academic team in events management and coordination.</td>
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<td>- Assist in the production of promotional material e.g., media content, as well as social media activities.</td>
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4 Any other duties appropriate to the grade and role. | 5% |

20%
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<th>Person specification</th>
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<td><strong>Essential</strong></td>
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| **Skills** | • Proven expertise in identifying business needs and the commercialisation process  
• Ability to match industrial needs to research & development capabilities  
• Excellent negotiation skills  
• Excellent interpersonal skills, presentation and communication skills and ability to establish credibility with a wide range of stakeholders  
• Excellent project management skills  
• Ability to work cohesively within a team and independently  
• Excellent time management skills and proven ability to work to tight deadlines  
• Ability to manage and organise a large portfolio of activity  
• Ability to develop a communication plan to promote and market business support offers professionally out to business sector  
• Knowledge and understanding of academic culture  
• Knowledge of research agendas and funding sources |
| **Knowledge and experience** | • Experience of business engagement within a Higher Education setting: identifying and approaching stakeholders (particularly from the business community), understanding their needs and engaging them to enable R&D collaborations  
• Experience of project management  
• Experience of customer management  
• Recent knowledge/experience of creative and digital sector and cultural and/or heritage sectors  
• Understanding of research cultures in higher education with existing knowledge and experience of Arts and Humanities research  
• Knowledge/experience of programme development and event management including audience and stakeholder development for events  
• Experience of working in a large complex, devolved organisation |
| **Qualifications, certification and training (relevant to role)** | • Educated to degree level or relevant industrial experience |
The University strongly endorses Athena SWAN principles, with commitment from all levels of the organisation in furthering women’s careers. It is our mission to ensure equal opportunity, best working practices and fair policies for all.
Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University’s strategy, vision and values. The following are essential to the role:

**Valuing people**
Is always equitable and fair and works with integrity. Proactively looks for ways to develop the team and is comfortable providing clarity by explaining the rationale behind decisions.

**Taking ownership**
Is highly self-aware, looking for ways to improve, both taking on board and offering constructive feedback. Inspires others to take accountability for their own areas.

**Forward thinking**
Driven to question the status quo and explore new ideas, supporting the team to “lead the way” in terms of know-how and learning.

**Professional pride**
Sets the bar high with quality systems and control measures in place. Demands high standards of others identifying and addressing any gaps to enhance the overall performance.

**Always inclusive**
Ensures accessibility to the wider community, actively encouraging inclusion and seeking to involve others. Ensures others always consider the wider context when sharing information making full use of networks and connections.

Key relationships with others