Job title	Placements, Partnerships and Engagement Manager for Midlands4Cities Doctoral Training Partnership	Job family and level	Administrative, Professional and Managerial Level 4
School/ Department	The Researcher Academy	Location	University Park Campus

Purpose of role

Midlands4Cities (M4C) is an Arts and Humanities Research Council (AHRC) funded Doctoral Training Programme (DTP) for Arts and Humanities Research Students. We are looking for a skilled professional to join the Midlands4Cities team to deliver the placements, partnership and engagement programme to support researcher professional development and collaborative working with partner organisations.

The purpose of the role is to manage placements and partnership activity for the Midlands4Cities research students based in the eight universities in the DTP, in conjunction with designing a communication and promotion strategy to engage with current and new partners and M4C alumni.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1.	**Operational Management of Placements Programme** • Develop knowledge and understanding of the research focus of M4C students to initiate and lead discussions with partner organisations to establish placement and professional training opportunities. • Build strong working relationships with M4C research students to facilitate placement activity and positive host/student relationships • Work with students to plan and schedule placement activity within their period of funded PhD research. • Support students whilst on placement and encourage reflective practice to enable students to identify, evaluate and communicate the experience and skills obtained. • Develop operational procedures to effectively manage and monitor placement activity regionally, nationally, and internationally. • Maintain project documentation to the highest quality standards, ensuring M4C placement processes and procedures are aligned with the eight M4C universities'	30%

	regulations around placement activity which include adhering to relevant legal and insurance and visa policies. • Liaise with members of the M4C team and university colleagues to ensure placement activity meets University and UKRI regulations and AHRC budgetary requirements. • Implement robust post placement feedback for reporting back to the funder and partner organisations and to develop case studies and impact stories which showcase the outcomes of M4C placement activity.	
2.	**Partnership and Placement Development and Management** • Develop strong working relationships across the cultural and creative industries both third sector and commercial, regionally, and nationally to build new collaborations, placement and networking opportunities. • Manage current partnerships including overseeing the function and contribution to the Doctoral Training Partnership of the M4C Partner Advisory Group. • Establishing strong working relationships with placement support, advisors, and colleagues in the eight M4C universities. • Maintain and develop M4C alumni contact information, networks and destination data to design and deliver relevant training opportunities for M4C current researchers, M4C alumni and ECRs. • Identifying and developing knowledge exchange opportunities with external organisations through training and workshop activities. • Build strong working relationships with ECR networks such as the British Academy.	**20%**
3.	**Research and Feedback** • Use feedback from M4C researchers, academic supervisors and external partners to identify, create, and maintain a diverse portfolio of effective and engaging case studies which demonstrate the work of M4C placements and partnerships activity for different audiences. • Encourage wider student and supervisor engagement with the M4C training programme and placements by telling stories via the M4C website, intranet and blogs and vlogs. • Work with communications and marketing colleagues in the eight M4C universities to support effective communication of the placements and collaborative research activity of Midlands4Cities. • Intelligence gathering and data collection from our collaborative partners and alumni. To effectively manage and update the Midlands4Cities data, communication assets, key messages, images, and presentations which tell the story of	**20%**

	M4C researcher activity and engagement with external organisations and businesses.	
4.	**Reporting and Engagement** • Use placement and training feedback and data to create content to report to M4C stakeholders including the Arts and Humanities Research Council, University Management Boards, Partner Advisors, and industry collaborators. • Source and create engaging content for the DTP monthly newsletter. • Collect and collate topical stories including feedback from current students and M4C alumni. • Report on partner input into M4C events, for example the residential induction and the annual research festival. • Promote and raise awareness of relevant student training and partnership initiatives. • Work with colleagues to commission and generate video and audio content for the M4C website about placements and partnership engagement to demonstrate the breadth of partner engagement and research carried out by Mildands4Cities researchers.	**15%**
5.	**Evaluation and Continuous Improvement** • Utilise, evaluation and feedback from all placement activities to inform continuous improvement of the training and placement programme. • Assure the continued quality of placement and project activity through feedback and reviews. Identify and make recommendations for change and improvement. • Share and develop best practice in placement activity both internally and externally to take forward for future AHRC funded research students. • Keep up to date with legislation, national guidelines, and initiatives about placements to advise the DTP.	**10%**
6.	**Other Responsibilities** • Undertake professional development to ensure the continual updating of skills and knowledge. • Contribute to the development and delivery of the Researcher Academy's key performance indicators. • Any other work appropriate to the Researcher Academy.	**5%**

Person Specification

	Essential	Desirable
Skills	• Knowledge of delivering placement activity and the processes required to ensure adherence to the regulatory frameworks which underpin a professional placement programme.	A project management qualification.

	• Knowledge of professional skills development and training for research students. • Excellent project management and monitoring skills including maintaining accurate project documentation and reporting data to inform continuous improvement. • Ability to act on feedback & modify training programmes. • Excellent oral and written communication skills including an ability to develop and write content, case studies, reports, and compelling stories for a range of audiences. • Evidence of strongly developed people skills and ability to work in a team environment and liaise effectively and confidently with a wide range of diverse stakeholders. • Excellent organisational and problem-solving skills to manage tight and conflicting deadlines and think creatively to resolve problems.	
Knowledge and experience	• Experience of working with students in one-to-one and in group situations • Experience of presenting information effectively to large groups and running interactive small group workshops • An understanding of the key methods of communicating strategic reports and evidence-based stories. • Experience of using a web content management system and developing web content. • Proficiency with Microsoft Office 365, including SharePoint, Outlook, Word, Excel, PowerPoint, Planner plus other relevant Office 365 tools.	• Experience of working in Higher Education with Arts & Humanities PGR students • Website content development • Video production experience
Qualifications, certification and training (relevant to role)	PhD in a relevant subject or equivalent relevant experience of postgraduate research.	

The University of Nottingham is focused on embedding equality, diversity and inclusion in all that we do. As part of this, we welcome a diverse population to join our workforce and therefore encourage applicants from all communities, particularly those with protected characteristics under the Equality Act 2010.

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 friendly, engaging and receptive, putting others at ease? Actively listens to others and goes out of way to ensure people feel valued, developed and supported.

Taking ownership   Is clear on what needs to be done encouraging others to take ownership. Takes action when required, being mindful of important aspects such as H&S, EDI and other considerations.

Forward thinking   Drives the development, sharing and implementation of new ideas and improvements to support strategic objectives. Engages others in the improvement process.

Professional pride   Is professional in approach and style, setting an example to others; strives to demonstrate excellence through development of self, others and effective working practices.

Always inclusive   Builds effective working relationships, recognising and including the contribution of others; promotes inclusion and inclusive practices within own work area

Key relationships with others

Line manager

MIdlands4Cities
DTP Manager

Role manager

Placements,
Partnerships and
Engagement
Manager

Key Stakeholder
relationships

Team Members

Collaborators and
Funders

University
Colleagues