University of Nottingham
UK | CHINA | MALAYSIA

Role profile

Job title	Business Partnerships Manager	Job family and level	Administrative, Professional and Managerial Level 5
School/ Department	Faculty of Engineering	Location	Jubilee Campus University of Nottingham

Purpose of role

The role will be responsible for the implementation of the business engagement strategy and brokering long-term, strategic partnerships in a priority sector or area to ensure the university has the links with industry it needs to deliver high impact research and KE activity. The role will support lead generation and account management of new and existing business partners that collaborate with the university in research and KE projects and deliver high quality impact and growth.

The role holder will develop and nurture a network of senior level contacts in the sector to promote the university's services and identify prospective business engagement opportunities to deliver income and impact. The role holder will work with faculty and central research leadership to help create and develop industry consortia for major and strategic bids and support business engagement across a broad range of KE services. Acting as the external face for developing and maintaining business partnerships, the role will develop and deliver stakeholder engagement resulting in funded partnerships which align to the priority sector or area growth plan across the region, collaborating and working with other regional universities.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	**Sector Leadership** ▪ In a defined sector work with faculties, strategic programmes and research groups to lead the development of a business engagement plan that delivers the ambitions of the research and KE strategies and supports the requirements of Professional and Workplace Based Learning, IP Commercialisation, and Major Research and KE Initiatives teams. ▪ Work with colleagues in faculty and strategic programmes to deliver business engagement activity in support of research and KE objectives.	10
2	**Business Engagement – in the defined sector**	60

	▪ Identify and target potential industry partners to engage in collaborative research and KE activity that delivers income and impact. ▪ Using business engagement methods, develop longer-term strategic partnerships. ▪ Keep up-to-date with industry trends, regulations, and best practices. ▪ Respond to enquiries from businesses in the sector received by the university and ensure they are professionally and effectively managed. ▪ Account manage an agreed set of key business partners to maintain and develop their research and KE activity with University of Nottingham and the wider East Midlands region, in particular their engagement in major and strategic & KE proposals ▪ Represent the University with business partners and key sector and regional bodies. ▪ Ensure business engagement activity complies with regulatory and legal requirements including trusted research and responsible research and innovation	
3	**Internal Co-ordination** ▪ Act as lead contact within the defined sector to support co-ordination with other relevant business engagement activity across the University and partners. ▪ Provide expert guidance and support on business engagement, including business needs and expectations. ▪ Input into the development of funded business support programmes as required ▪ Work with Research operations colleagues to ensure smooth transition of new projects through contracting and project set up.	20
4	**Reporting and Performance Management** ▪ Ensure performance metrics and income targets for business engagement in the sector are met. ▪ Record business engagement activity on the sector in the CRM or equivalent systems. ▪ Provide regular updates to senior leaders on activity in the sector	5
5	**Any other duties appropriate to the grade and role of the post holder**	5

Person specification

	Essential	Desirable
Skills	▪ Authoritative business acumen and ability to scope and define potential commercial work. ▪ A sound understanding of the higher education environment. ▪ Highly adept and effective at networking within and beyond the home organisation. ▪ Outstanding communications and interpersonal skills being highly effective in influencing and persuading others. ▪ Effective and dedicated team worker. ▪ Highly effective in multi tasking.	
Knowledge and experience	▪ Knowledge of university and business collaboration Proven relevant experience in: ▪ Representing organisations in building reputation and brand within an outward facing, delivery based environment ▪ Successful partnership development with specific outcomes ▪ Experience of business development and lead generation activity ▪ Building, maintaining, leveraging an extensive network of senior contacts ▪ Working within a procedural framework ▪ Funding proposal development. ▪ Working in a performance orientated role with track record of meeting targets	▪ Demonstrable knowledge and experience of the Universities priority business engagement sectors this role aligns to. ▪ Experience of using CRM systems
Qualifications, certification and training (relevant to role)	▪ Honours Degree and/or appropriate professional qualification(s) (or equivalent) in a relevant subject	▪ Post-graduate qualification (or equivalent) ▪ Project Management qualification


Athena
Swan
Gold Award
GENDER CHARTER
Race
Equality
Charter
Bronze Award
RACE CHARTER
disability
confident
EMPLOYER
Stonewall
DIVERSITY
CHAMPION

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 Health & Safety, Equality, Diversity & Inclusion, 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

