Service: Innovation, Impact and Business (IIB)
Post: Impact and Partnership Development Manager – Leadership, Management and Organisational Strategy
Reference No: R48498
Grade: F
Reporting To: Senior Impact and Partnership Development Manager
Responsible For: Impact and Partnership Development Officer
Based within: Innovation Centre – Phase II, Streatham Campus, Exeter

Job Description

Main purpose of the job:

Ranked among the top 200 universities in the world, the University of Exeter is investing in our directorate of Innovation, Impact and Business to drive forward its relationships with business, grow its potential for impact and drive regional innovation.

Innovation, Impact and Business (IIB) aims to bring a real focus to partnerships and collaborative working with external, non-university partners and to drive place-based innovation. It works at the interface between Research and Education and collaborates closely with the Research Support and Global Engagement and Development teams as part of an integrated Professional Services eco-system. Its key aim is to secure significantly greater income and impact from relationships with partners drawing on the University’s education, research and physical assets. This includes curriculum development, skills, placements, education links/branded degrees with business and business related-student recruitment, as well as research collaboration and commercial partnerships.

Impact and Partnership Development Managers (IPDMs) are responsible for business engagement and impact development; research collaboration with industry and government partners; relationships with key partners including corporate partners; and other forms of income generation from businesses and other external partners. They identify opportunities for impact and partnership development, bring together internal teams and build external partnerships to develop proposals. They also develop and are responsible for long term strategic partnerships between the University and regional, national and international stakeholders.

Impact and Partnership Development Managers work in a team of thematic experts. The IPDM Leadership, Management and Organisational Strategy will work within the Government & Society theme, taking responsibility for impact and partnership development with public sector organisations, learning development and HR professionals, management consultancies, other private sector organisations, governments, funders, and not for profits. The role will operate in a matrix management environment and will work closely with colleagues across the University in both academic and professional services teams.
Main duties and accountabilities

Drive Impact

- Drive the development of effective Impact Case studies and Pathways to Impact working closely with the Research Services Directorate. Have oversight of the impact portfolio within Leadership, Management and Organisational Strategy.

Connect Partners

- Lead the delivery of excellent standards of customer service for academic and commercial partners.
- Undertake the role of relationship manager for external government and industry partners and networks, particularly with stakeholders interested in people and organisation development, as agreed with the Senior Impact and Partnership Development Manager. In addition to developing your own links, you may work closely with academics that have an existing close relationship with the partner.
- Facilitate the allocation of support packages for both academic and entrepreneurial groups to help them build and strengthen strategic collaborations between the University and external organisations.
- Represent IIB and the University in both internal and external interactions underpinning the strategic objectives of the University.
- Work closely with colleagues in IIB and other Professional Services including Research Services, Global Engagement and Development, the Colleges, Finance Services and Legal Services Office and with external partners to identify and develop projects.
- Work closely with colleagues across partner university groupings such as the SETsquared partnership or GW4 to participate in and/or lead development of joint proposals for cross-partnership commercialisation initiatives and to develop and organise joint events.

Create Opportunities

- Plan, initiate and deliver key strategic business development projects, together with academics with interests in Leadership, Management and Organisational Strategy; to generate research and education engagement and income from government departments (UK & International), public sector organisations, management consultancies; other private sector organisations as well as not for profits.
- Identify University and project resource needs and implement solutions, working closely with other professional services and academics as required.
- Contribute to and advise on the preparation of grant applications funding bodies and proposals and tenders to industry or government departments, and lead on the development of proposals for knowledge transfer, research, innovation and education.
- Identify a set of key strategic partners with interests in Leadership, Management and Organisational Strategy and work with key academics to develop those relationships to generate research, education income and institutional links.

Generate Value

- Work closely with academics and external clients to identify and develop opportunities for impact development and income generation from external sources. The IPDM Leadership, Management and Organisational Strategy will exercise sound judgement in respect of the viability and risks of proposed projects, develop proposals for funding and negotiate key contract terms with the sponsor and partners with the aim of establishing a portfolio of projects including contract research, knowledge transfer and education projects.
- Take responsibility for supporting academics in developing and maximising external relationships with organisations who will invest in research and education. Work closely with principal investigators (PIs) on existing major funded projects to further develop the relationship with the funder, facilitate
discussions for funding follow-on developments, deepen the partnership with any project partners, and facilitate impact-related activities.

- Identify opportunities to improve and streamline processes and procedures to ensure value for money.

**Project Management**

- Undertake the day-to-day project management of a portfolio of live projects between the University and local, regional, national and international partners, taking responsibility for compliance with funding body requirements when appropriate.

**Policy, Planning and Reporting**

- Contribute to the development of strategic priorities for the IIB Team and support the delivery of the targets set in College Business Plans.
- Respond to external requests for information on our activities, strengths and capabilities.
- Develop and maintain detailed project plans based on the management of project deliverables, maintaining risk registers for individual projects against proposed project outputs.
- Monitor the outputs of projects in order to ensure projects meet objectives.
- Maintain and update University ISO procedures and CRM systems and working according to the processes set out in these.
- Updating University policies governing impact and partnership development and knowledge exchange in response to changes in legislation and/or to reflect sectoral best practice
- Regularly monitor and review existing projects in order to ensure objectives and deliverables are met.

**Other Duties**

- Set own objectives under the management of the Senior Impact and Partnership Development Manager to manage workload and ensure deliverables and deadlines are achieved.
- Work additional hours when required in order to meet deadlines.
- There will be a requirement for regular UK travel.

This job description summarises the main duties and accountabilities of the post and is not comprehensive, the post-holder may be required to undertake other duties of similar level and responsibility.

**Person Specification**

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<th>Competency</th>
<th>Essential</th>
<th>Desirable</th>
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<td>Attainments/Qualifications</td>
<td>Graduate or equivalent level of education.</td>
<td>Postgraduate management qualification.</td>
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<tr>
<td>Prior Experience</td>
<td>A track record in business development and income generation, demonstrating extensive problem solving, negotiation and management experience in a research and development – Industry interface context.</td>
<td>Experience of line management/ leadership and / or associated matrix management Experience of executive education, contract education or learning development</td>
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<td>Significant experience of working with businesses and government bodies to develop innovative projects</td>
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which lead to income generation.

Experience of account management or the management of corporate relationship at a senior level.

Demonstrable partnership development skills and academic/industry collaboration either through experience in the HE education sector or from an industrial/commercial perspective.

Demonstrable contract drafting, negotiation experience in a higher education – industry interface context.

Experience of provision of high quality customer care to a wide range of internal and external corporate clients.

Well networked in their area of expertise, with an appreciation of government funding bodies supporting knowledge transfer.

Skills and Understanding

| Meticulous attention to detail, highly organized, capable of administering a diverse client and project portfolio effectively. |
| Proven analytical and problem solving capacity. Able to interpret complex documentation and to advise on their impact effectively and appropriately. |
| Demonstrable ability to lead the proposal development stage of collaborative projects. |
| High level of negotiation and influencing skills. |
| Excellent computer literacy; for example use of excel, PowerPoint, word, contact management systems. |
Oral and written communication and presentation skills that enable effective collaborations at all levels and which stimulate the trust, confidence and enthusiasm of the academic community, college and professional service staff, partner organisations and external bodies dealing with highly complex issues.

Good understanding of national policies for research and knowledge exchange and experience of delivering support and development to academics in this field.

Understands the national impact landscape and able to translate impact policies into operational plans.

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<th>Behavioural Characteristics</th>
<th>Ability to adapt to changing priorities and timescales and ability to act on own initiative and see tasks through completion.</th>
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<td>Highly motivated.</td>
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<td>Ability to build and gain respect amongst academic and non-academic colleagues.</td>
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<td>Working in a collegiate way across a range of different structures.</td>
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| Circumstances              | Willingness to travel                                                                                                           |

**Terms & Conditions**
Our Terms and Conditions of Employment can be viewed [here](#).

**Further Information**
Please see our [website](#) for further information on working at the University of Exeter.