

*NOTE: This job description does not form part of the employee's contract of employment but is provided for guidance. The precise duties and responsibilities of any job may be expected to change over time. Job Holders should be consulted over any proposed changes to this job description before implementation.*

**JOB TITLE:** Collaboration Partner

**REPORTS TO:** Collaboration Development Manager

**DEPARTMENT:** Research and Knowledge Exchange Office, Student and Academic Services

**GRADE:** NG6

**PURPOSE:**

To promote and proactively support the development of external collaborations that enable the University's research expertise to be exploited and developed through a range of knowledge transfer opportunities including contract and collaborative research, consultancy, testing services and knowledge transfer partnerships. The role holder will work in partnerships with academic staff and senior leaders in Colleges, Schools, Research Centres and Research Communities to identify and support the development of collaborative partnerships with a range of stakeholder including SMEs, businesses, 3<sup>rd</sup> sector and community organisations that create mutual benefit and value. The role holder will work to ensure a high quality and seamless experience for external partners as well as academic staff from initial engagement through to project delivery and follow-up.

**PRINCIPAL ACCOUNTABILITIES:**

1. To develop strong working relationships with academic staff and senior academic leaders and work with them to build strategies and identify opportunities where establishing and nurturing relationships with external partners could lead to opportunities for income generation through knowledge transfer.
2. Promote opportunities, provide support and guidance on available knowledge exchange opportunities, and support academic staff in developing their awareness of knowledge exchange opportunities.
3. Proactively engage with SMEs, 3<sup>rd</sup> sector, community and commercial clients, gaining an understanding of their needs, and identify and promote opportunities where the University's expertise, facilities or skills base could be harnessed to support them in achieving their goals. Where opportunities and overlaps are identified, work to broker agreements and enable projects and activities.
4. Maintain awareness of regional and national opportunities and promote and support development of strategic partnerships aligned to the institution's priorities.
5. Develop, and support the development of business plans, proposals and

documents for funding applications. Work with the Research Development Team to ensure that project approvals, bid submissions, costing, contracts and post-award processes are carried out in line with University standards.

6. Identify opportunities where external organisations could be involved in collaborative bids (e.g., Innovate UK). Work with the Research Development Team as a subject matter expert for collaborations to support development of opportunities in line with University's bidding processes including providing standard market rates, competitor insights and information to support a clear unique selling point.
7. Work to identify opportunities for the exploitation of Intellectual Property and support the referral of potential commercialisation opportunities. Support academic staff developing their understanding IP and enabling its consistent management across the University.
8. Coordinate with colleagues across the Research and Knowledge Exchange Office to share knowledge of projects, collaborations and expertise to ensure that opportunities for cross College, School and Community funding bids, knowledge exchange and impact are identified and supported in a joined up and consistent manner.
9. Act as an ambassador and pro-actively participate in activities that promote the University's expertise externally including conferences, workshops, networking events, exhibitions, business meetings and stakeholder engagement events. Participate and supporting the planning and promotion of events that provide a platform for external partners to participate in and experience the work of the University.
10. Use and support the development of the University's CRM and VRE and other corporate systems to ensure that knowledge of opportunity and projects is recorded and up to date.
11. Support data collection and prepare reports on opportunities and activities to support promotion, reporting, trend identification and strategic planning for the Institution, Colleges, Schools, Research Centres and Communities.
12. Undertake other activities as required by the Collaboration Development Manager or Head of Research and Knowledge Exchange Office

## **CONTEXT:**

The Research and Knowledge Exchange Office (RKEO) is key to enabling the University to achieve its strategic objectives which relate to research and knowledge exchange activities. The RKEO makes a significant contribution to University metrics, notably the Research Excellence Framework (REF) and the future Knowledge Exchange Framework (KEF). The Office works to deliver a holistic and seamless experience for staff and external partners and is made up of the Research Development Team, Collaboration Development Team and the Research Environment and Scholarly Communication Teams.

The Research and Knowledge Exchange Office is responsible for:

- Pre and post-award support for all research and related funding bids and awards
- Support for key knowledge exchange activities including KTPs, contract research, testing services, consultancy and commercialisation
- Coordinating support for REF and the upcoming KEF

- Research ethics and integrity
- Maximising research impact
- Managing and developing the institution's research information system the Virtual Research Environment (VRE)
- Institutional Outputs Repository and the University of Westminster Press
- Strategic and operational support for the institution's four Research and Knowledge Exchange communities

All roles will work collaboratively across the Research and Knowledge Exchange Office as a whole, to ensure that research, academic, professional services colleagues and external partners receive a high-quality service. This will include providing cover for short term absences and peaks in activity from time to time and modelling integrated team working.

The Research and Knowledge Exchange Office forms part of Student and Academic Services (SAS), thus ensuring a strong relationship between researcher and student facing services in recognition of the synergies between teaching and research.

SAS provides professional, efficient, effective and consistent researcher and student-focused support and services across the University's main sites in the West End and at Harrow. It leads on professional support for a wide range of governance, research, learning and wellbeing interventions that enhance the experience of students, staff and alumni throughout their relationship with the University.

The service components of SAS are:

- Advice and Funding
- Alumni Relations
- Careers and Employability Service
- Disability Learning Support
- Interfaith Advice
- Learning Innovation and Digital Engagement
- Library Services
- Research and Knowledge Exchange Office
- Student Residences
- Student Counselling
- University Records and Archives

The post is based in the West End but the post holder may be expected to work at any of the University sites as required. The post holder should have an understanding of individual health and safety responsibilities and an awareness of the risks in the work environment, together with their potential impact on both individual work and that of others.

#### **Dimensions:**

- The post-holder has no line management responsibilities
- The post-holder holds no budgetary responsibilities
- The post-holder will be required to engage in occasional national and international travel as and when required
- The post-holder may be occasionally required to work unsocial hours

#### **Key Relationships:**

- Academic staff
- Head of School/College
- College Research Directors
- Research Community Leaders
- Research centre Leads

- Senior roles in external organisations
- Technical or operational roles in external organisations
- Colleagues in the Research and Knowledge Exchange Office

**Person Specification:**

	<b>Essential criteria</b>	<b>Desirable Criteria</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A first degree or relevant practical experience that demonstrates relevant levels of knowledge and skills for the role</li> </ul>	<ul style="list-style-type: none"> <li>• Higher degree or relevant profession qualification</li> <li>• Membership of a professional body e.g. Praxis AURIL</li> </ul>
<b>Training and Experience</b>	<ul style="list-style-type: none"> <li>• Track record of relationship management including establishing and maintaining client-partner relationships</li> <li>• Demonstrable experience of building credible relationships and operating to deliver projects in collaboration with others</li> <li>• Proven experience securing income or grant funding</li> <li>• Proven understanding of research or knowledge based academic environments</li> <li>• Demonstrable commercial awareness and experience identifying valuable opportunities</li> <li>• Track record of successful customer account management</li> <li>• Knowledge of project management</li> <li>• Substantial experience writing business plans or funding bids</li> <li>• Experience using CRM systems or related corporate systems</li> <li>• A strong understanding of how research and knowledge exchange can benefit commercial and 3<sup>rd</sup> sector organisations</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working in an income generation role in Higher Education</li> <li>• Experience brokering opportunities, negotiating research contracts and consultancy opportunities</li> <li>• Knowledge of the programmes, funding and policy frameworks that support of the HE-business interface</li> <li>• Understanding of IP, licencing and commercialization</li> </ul>
<b>Aptitude and abilities</b>	<ul style="list-style-type: none"> <li>• Excellent networking and interpersonal skills.</li> <li>• Ability to work sensitively with others and establish and maintain trust</li> <li>• Ability to work on own initiative, and as part of a team</li> <li>• Ability to identify business needs, identify and communicate solutions in a clear and concise way to a range of clients</li> <li>• An aptitude for working with financial and statistical data and information</li> <li>• Ability to think creatively and find innovative solutions to deliver effective outcomes</li> <li>• Ability to work flexibly, taking account of new information and/or changed</li> </ul>	

	<p>circumstances and modifying understanding of a problem or situation accordingly.</p> <ul style="list-style-type: none"> <li>• Ability to work to strict deadlines and take an organised and systematic approach to planning work while making allowance for potential problems</li> <li>• Ability to interpret, analyse and present information in a clear and concise manner in written reports and presentations</li> </ul>	
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Must share and exemplify the University's values</li> <li>• A credible and persuasive approach</li> <li>• Proactively seeks and provides advice and assistance from colleagues and line manager</li> <li>• Supportive and facilitative</li> <li>• Problem solving attitude</li> <li>• Committed to personal development</li> <li>• Integrity and independence of judgement</li> <li>• Responsive to new ways of working and new challenges</li> <li>• Efficient and reliable</li> <li>• Fully committed to contributing to a stimulating learning and working environment which is supportive and fair, based on mutual respect and trust, and in which harassment and discrimination are neither tolerated nor acceptable</li> </ul>	