

Job Description

General Details

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| Job title: | Employer Partnership Development Manager |
| School/Service: | Employer Partnerships |
| Normal Workbase: | Stoke campus |
| Tenure: | Permanent |
| Hours/FTE: | 1.0 FTE |
| Grade/Salary: | Grade 8 |
| Date Prepared: | August 2020 |

Job Purpose

The role will contribute to socio-economic development of our region and across university's satellite sites by driving key knowledge exchange, enterprise and innovation priorities through development of partnerships with employers at all levels.

The role will operate across the number of key areas within the university's Enterprise Zone and enterprise & innovation ecosystem connecting key university's assets including research, incubation/ launch pad, RD&I facilities, knowledge exchange projects and students/ graduates, all driving innovation-led growth towards development of new products and solutions and workforce upskilling via our work-based learning portfolio. The role contributes to key university's priorities including Knowledge Exchange Framework (KEF), HEBCI and demonstrating impact under REF.

Responsible for proactively generating business opportunities from both new and existing clients to deliver income and added value opportunities. The post holder will work within a team to promote the full range of University partnership opportunities including, knowledge exchange, enterprise, innovation and commercialisation, regional engagement, work experience, consultancy, CPD and work-based learning. The post-holder will lead the delivery of one area of employer partnership development e.g. funding stream, driving specific Enterprise Zone project/ area, account management, reporting or similar.

Relationships

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| Reporting to: | Head of Employer Partnerships and Enterprise |
| Responsible for: | Employer Partnership Development Officer |

Main Activities

- Proactively create and develop business opportunities with both new and existing clients in order to generate additional business and to enhance key relationships.
- Lead a thematic area of delivery e.g. funding stream, submission of bids/tenders/ frameworks, Enterprise Zone, project or similar.

- Create opportunities for student and graduate placements and internships and work experience with business and industry partners.
- Manage Employer Partnership Development Officers to deliver targets.
- Work collaboratively with Deans of Schools and Subject Heads across the University to identify and develop new employer focused products and services.
- Responsible for Key Client development, working across the University to maximise business potential from each client relationship.
- Play a leading role in the development, management, review and evaluation of the University's Key Account Management systems and processes.
- Lead the drive to achieve targets through tracking, monitoring and driving the coordination and monitoring employer partnerships development e.g. data and opportunity management, proposal and tender development.
- Develop strong working relationships with stakeholders across the University, including SLT, Deans of Schools and School Senior Management teams to enhance identification of business opportunities.
- Update and maintain client files and active business opportunities on the University's CRM system.
- Present regularly at Service team meetings, other University meetings and fora on client relationships and business opportunities.
- Prepare commercial proposals to meet employer needs.
- Develop and submit bids, proposals, tenders, frameworks. Manage all components of bids and proposals including technical and commercial methodologies, staffing, costing and pricing.
- Develop responses to client tenders in collaboration with colleagues across the university.
- Regularly communicate with team members, clients, funders and other stakeholders to ensure the successful delivery of contracts.
- Meet income, employer meetings and opportunity development targets.
- Contribute to and develop local and regional networks and work with senior university staff to raise Staffordshire University's profile.
- Identify, develop and nurture partnerships and collaboration, both internally and externally, including maintaining positive relationships with clients, funding bodies and other external stakeholders.
- Represent the University externally and actively develop and influence local and regional networks, partnerships, and strategic alliances.
- Utilise social media to promote the service's engagement with students and employers.
- Participate in the University's appraisal process and take responsibility for identifying your own professional and career development needs.
- Contribute to the maintenance of a safe and healthy work environment within the Service.
- The role holder is required to minimise environmental impact in the performance of their role and to actively contribute to the delivery of the University's Environmental Sustainability Policy.
- To undertake other such responsibilities as may reasonably be required.

Special Conditions

The role holder will be required to travel between sites from time to time in a cost-effective manner, which may be through the use of a car.

To be committed to working with the University to further improve the carbon footprint/environmental issues.

Variation to Job Description

Staffordshire University reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus, it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

Conditions of Service

The post is subject to such terms and conditions of employment as negotiated between the Board of Governors of the University and the recognised trade unions, and/or the employees of the University. In negotiating such terms and conditions the Board of Governors will consider any appropriate advice received from the Universities and Colleges Employers Association (UCEA).

Informal Discussion

Should you wish to discuss this vacancy informally before making an application please contact:

Marek Hornak; Head of Employer Partnerships and Enterprise: Marek.hornak@staffs.ac.uk or 07548 114776

Application Procedure

We encourage you to apply on-line at our website <http://jobs.staffs.ac.uk> as the system is user friendly and simple to complete.

We would ask all applicants to ensure that they have provided comprehensive information under each criteria in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section.