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Staffordshire University Services Ltd

This role is part-funded by the European Social Fund (ESF)

## Job Description

<b>Job title</b>	Employer Partnership Development Officer (Knowledge Exchange & Enterprise)
<b>School/Service</b>	Centre for Business, Innovation and Enterprise
<b>Normal Workbase</b>	Stoke campus
<b>Tenure</b>	Fixed term until October 2023
<b>Grade/Salary</b>	Grade 6
<b>FTE</b>	37 hours per week/ 1.0 FTE
<b>Date prepared</b>	June 2021

### Job Purpose

Lead the recruitment of employees, students, graduates onto CPD courses for the Staffordshire Entrepreneurship and E-Skills Gateway (SEGway) project. Responsible for proactively generating business opportunities from both new and existing clients to deliver income and added value opportunities. The post holder will promote the full range of University partnership opportunities including CPD, knowledge exchange, innovation and commercialisation, regional engagement, work experience and consultancy.

### Relationships

Reporting to: Employer Partnership Development Manager  
 Responsible for: No line management responsibility

### Main Activities

- Lead the recruitment of employees from the Small and Medium Size Enterprises (SMEs) in Stoke-on-Trent and Staffordshire Local Enterprise Partnership area, students, graduates onto CPD courses for the SEGway project.
- Proactively create and develop business opportunities with both new and existing clients in order to generate additional business and to enhance key relationships.
- Create opportunities for student and graduate work experience with business and industry partners.
- Develop strong working relationships with stakeholders across the University, to enhance identification of business opportunities.
- Update and maintain employer files and active business opportunities on the University's CRM system.
- Develop opportunities with employers across the full range of employer partnership opportunities.

- Contribute to the preparation of commercial proposals to meet employer needs.
- Contribute to the development of components of bids and proposals including technical and commercial methodologies, staffing, costing and pricing.
- Co-ordinate and deliver client pitches and presentations.
- Regularly communicate with team members, clients, funders and other stakeholders to ensure the successful delivery of contracts.
- Work with key departments and academic colleagues internally to bring relationships to fruition.
- Contribute to and develop local and regional networks to raise Staffordshire University's profile.
- Identify, develop and nurture partnerships and collaboration, both internally and externally, including maintaining positive relationships with clients.
- Represent the University externally and actively develop and influence local and regional networks, partnerships.
- 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.

Staffordshire Entrepreneurship and E-Skills Gateway (SEGway) is part funded by the European Social Fund 2014-2020



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### Professional Development

The organisation is keen to support staff in achieving high standards and will expect continuous professional development to ensure up to date knowledge and technical skills in related areas.

### **Variation to Job Description**

The employer 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**

If you are successful in being appointed to a professional support role at Grades 1-6, you will be employed by Staffordshire University Services Limited (SUS Ltd).

Staffordshire University Services Limited is a wholly owned subsidiary company of Staffordshire University which provides professional support staff to undertake various roles and responsibilities associated with grades 1 to 6 on the Staffordshire University pay scale. You'll work alongside, and under the direction of colleagues, within the University's Schools and Services in the delivery of our University Plan and supporting KPIs. You will be subject to Staffordshire University's policies and procedures and will be eligible to participate in the Staffordshire University Pension Scheme.

### **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](mailto:Marek.Hornak@staffs.ac.uk)

### **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.