
White Rose University Consortium

Collaboration Development Manager

We will consider both full and part time applicants to this role – part time minimum 50%

We are looking for a highly motivated individual to play a key role in identifying, promoting and developing collaborative initiatives across the White Rose University Consortium. This involves working with senior management, academic and support staff from the Universities, as well as liaison with external organisations such as the Research Councils and HEFCE. As Collaboration Development Manager, you will have the opportunity to contribute across a breadth of existing White Rose initiatives, as well as pursuing new opportunities such as supporting large scale bids to secure external investment. This creates an interesting and varied role, where your input can make a major contribution across research, learning and teaching, and knowledge exchange. The role is physically based at the University of Leeds, but you would work across the three Universities.

About the White Rose University Consortium (WRUC)

Since 1997, the Universities of Leeds, Sheffield and York have built on their individual strengths by collaborating through the White Rose University Consortium to add value from partnership activity in research, enterprise, innovation, and learning and teaching. Working with a range of partners from the private and public sector, both in the UK and overseas, projects to a value of over £150M have been secured. As the Higher Education sector undergoes numerous changes and challenges, our commitment to creating exciting collaborations remains and we continuously seek new partners on a regional, national and international basis.

About You

The breadth of current initiatives and future opportunities means that the role would ideally suit someone who is ambitious, enjoys pursuing opportunities and tackling challenges. The nature of this work is often varied and so would suit someone who is comfortable handling a diverse range of work activities. A key part of the role is working with people from all levels of the Universities, and so it is essential that you possess good interpersonal skills and the ability to build strong relationships. To be

effective in the role you should possess knowledge of the higher education sector and how research-led universities operate.

Applicants must fill in the on-line application form and attach a CV and covering letter.

University Grade 8 (£38,511 to £45,954 p.a pro-rata)

Informal enquiries are **strongly encouraged** and may be directed to the Consortium Director Dr Craig Walker, c.walker@whiterose.ac.uk or via Joanne Hutchings his PA j.hutchings@whiterose.ac.uk

Applicants are encouraged to visit the White Rose website www.whiterose.ac.uk

Closing date: 17 July 2016

Interviews are expected to be held on 16th August 2016 in Leeds

Ref: CSWRU1001

Click here for further information about working at the University of Leeds
www.leeds.ac.uk/info/20025/university_jobs

Job Description

Reports to: White Rose Director

Main duties and responsibilities

Explore new opportunities and build on existing White Rose initiatives

A key focus of the role is to identify and develop new collaborations across the White Rose Universities, as well as enhancing existing White Rose initiatives. Activities include:

- Carry out scoping of capacity/opportunities for White Rose projects and contribute to collaborative initiatives, projects, meetings and events. This will include identifying opportunities for collaborative working and encouraging academic engagement and interest in developing proposals. It also requires developing an understanding of the research strengths at the White Rose universities and areas where there is an overlap of interests.
- Identify funding and investment opportunities from Research Councils, European, UK and international sources, industry, charities and any other appropriate body.
- Develop and co-ordinate project proposals and set up any necessary groups, e.g. steering groups, to oversee and provide input to project development. Projects are typically large scale (£1M+), strategic and multidisciplinary. This usually involves all three institutions and can involve external partners.
- Support and monitor successful proposals and core initiatives.
- Manage the process for investing in new White Rose projects.
- Horizon scanning for longer term opportunities.

Managing Relationships and Communications

The nature of this work means that it is essential to build and maintain strong relationships, and have effective communications. Activities include:

- Create, develop and sustain good networking relationships with key academic and administrative staff across the White Rose universities.
- Building and maintaining your profile as the White Rose contact within your host university. Develop effective working relationships with the professional services staff of the university where you are based.
- Act as liaison contact for a number of projects/initiatives across the White Rose Universities.
- Liaise and mediate with external bodies and stakeholders to establish good relations and improve the standing of the White Rose University Consortium in the community.
- Give high quality presentations on White Rose and represent the consortium to a varied professional audience.

- Work with the White Rose team to develop publicity material, update the website and ensure brand guidelines are followed.
- Support the work of the White Rose Brussels office, communicating its role and benefits to our academic audience and beyond.

Developing and Implementing Strategy

- Develop and implement White Rose policies, strategies and planning within the context of the procedures of the three universities.
- Write briefing papers and reports on initiatives for the PVC Groups and White Rose Executive Board.
- Keep abreast of regional, national and international policy developments and assess their likely impact on White Rose.

Planning and Organising

- Plan/prioritise own work (planning for projects can involve lengthy time scales) This role is both reactive, responding to funding calls, and proactive, identifying potential collaborative opportunities.
- Work is initiated by self, White Rose Director, Executive Board, PVC Groups and senior academics across three universities.
- This role will involve independent travel.

Resource management responsibilities

- No formal line management responsibilities but nature of post requires marshalling of resources across three universities with the requirement for diplomatic and persuasive skills.

Other

- Any other duties, commensurate with the grade of the post.

University Values

All staff are expected to operate in line with the University's values and standards, which work as an integral part of our strategy and set out the principles of how we work together. More information about the University's strategy and values is available at <http://www.leeds.ac.uk/comms/strategy/>.

Person specification

Essential

Qualifications

- Educated to degree level or equivalent

Experience

- A proven understanding and knowledge of research, enterprise, teaching and learning and how research-led universities operate
- Experience of project development, encouraging engagement across diverse and complex organisations
- Substantial experience in a related area of work

Communication skills

- Excellent negotiation, persuasion and diplomacy skills
- Effective communication skills, both written and verbal, report writing skills, experience of delivering presentations, communicating to a wide ranging audience
- Experience of developing and maintaining a network of contacts within own organisation and across wider partnerships

Collaborative working

- The ability to lead or work as part of several multi-disciplinary teams
- The ability to create and maintain positive working relationships with colleagues who may have competing institutional demands

Problem solving/decision making

- The ability to assess proposed initiatives against guidelines and to make recommendations on their viability

Project management

- Ability to assess and organise resources, and plan and progress work activities

Personal effectiveness

- A high degree of self-motivation
- Competence in the use of IT

- Excellent analytical skills, with the ability to interpret and disseminate information from complex strategy and policy documents
- The ability to work under pressure and to meet deadlines

Desirable

- Educated to Postgraduate level or equivalent

Additional Information

The University offers generous terms and conditions of employment, a wide range of benefits, services, facilities and family friendly policies. Full details are available on the Human Resources web pages accessible at www.leeds.ac.uk/hr

The Partnership

The Partnership has been developed by students and staff and describes the mutual expectations of us all as members of the University of Leeds community. More information about the Partnership is available at <http://partnership.leeds.ac.uk>

Disclosure and Barring Service checks

A Disclosure and Barring Service (DBS) Check is not required for this position. However, applicants who have unspent convictions, cautions, reprimands and warnings, including any pending criminal proceedings must indicate this in the 'other personal details' section of the application form and send details to the Recruitment Officer at disclosure@leeds.ac.uk.

Disabled Applicants

The post is located in the EC Stoner Building. Disabled applicants wishing to review access to the building are invited to contact the department direct. Additional information may be sought from the Recruitment Officer, email disclosure@leeds.ac.uk or tel + 44 (0)113 343 1723.

Disabled applicants are not obliged to inform employers of their disability but will still be covered by the Equality Act once their disability becomes known.

Further information for applicants with disabilities, impairments or health conditions is available in the applicant guidance.