

## Strategic Partnership Officer

Job Reference:	
Department:	Research, Enterprise and Knowledge Exchange
Grade/ Salary:	Grade 7
Contract Type:	Fixed term
Hours:	35 hours per week (Full time)
Location:	New Cross, London

Closing Date for Applications: **14 June 2020**

Interviews: **Week Commencing 22 June 2020**

### Goldsmiths

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Goldsmiths, University of London is a world-leading centre of educational excellence where ground-breaking research meets innovative teaching and thinking. We're looking for inspiring and talented people to help build on our global reputation while also growing personally in a true learning organisation.

We are happy to supply information in alternative formats for disabled applicants. Please contact [hr@gold.ac.uk](mailto:hr@gold.ac.uk) to make your request.



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we are different

## **Department of Research, Enterprise and Knowledge Exchange**

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The Research, Enterprise and Knowledge Exchange Department delivers the University's Research, Enterprise and Knowledge Exchange strategy. The Pro-Warden for Research and Enterprise provides academic leadership of this area and the Department is under the strategic management of the Director of Research, Innovation and Knowledge Exchange who reports to the Pro-Warden for Research and Enterprise.

In sum, the Department as a whole supports:

- the development of research and knowledge exchange bids;
- the financial management (and associated reporting) of the grants that are secured;
- the facilitation of partnerships between the academic research and external organisations in the private, public and third sectors, including contract research collaborations and consultancy projects;
- the University's compliance with codes of conduct, ethics and other statutory requirements;
- the development and delivery of the university's portfolio of unaccredited short courses and Executive Training.
- the University's REF submission;
- the commercialisation of Intellectual Property;
- Researcher Development – shaping and delivering training and mentoring that complements support from HR and academic departments;
- Policy-related activities.

Following a recent review of the structural capacities and capabilities within Research, Enterprise and Knowledge Exchange, we intend to develop these functions to the benefit of Goldsmiths' strategic advantage, with the aims of:

- Building academic capacity;
- Bringing together two previously distinct, but complementary teams – Research Services and Enterprise Office – to enable the synergies and joint working that will increasingly be required to enable the College to respond to the changed

external funding landscape, particularly funding streams related to the Government's Industrial Strategy;

- Enhancing our understanding of the strategic aims of grant bodies;
- Being ready to respond to the timescales and specificities of research and enterprise funding opportunities;
- Building local relationships, business relations but also relationships with other universities;
- Developing clearer narratives about why Goldsmiths is the partner of choice for large consortium bids.

## **Job description**

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### **Strategic Partnership Officer**

Reporting to: Policy and Strategy Development Manager

#### **Summary**

The Strategic Partnership Officer will proactively scope new emerging funding opportunities and support the development and maintenance of the University's relationships and partnerships. Working closely with the Academic Leads for Enterprise, Research and Knowledge Exchange (as well as with the Director of Research, Innovation and Knowledge Exchange and other colleagues), the post holder will support their drives to grow the University's strategic partnerships by providing important intelligence and day-to-day management and oversight. The post holder will develop new opportunities and maximise existing ones, with the aim of growing and supporting a manageable number of strategic partnerships, and will also help ensure that partnership planning is appropriately coordinated across the University, so that it can play to all its strengths and priorities. In managing relevant 'live' engagements and partnerships, we will look to the post holder to ensure that systems are in place to ensure that monitoring and oversight is in place to ensure that they deliver beneficial outcomes. The role requires a proactive and strategic individual with excellent interpersonal skills able to engage and work well with external funders and prospective partners, as well as work collegiately internally across different teams within the University. Strong analytical skills will also be required as the post holder

will be expected to be able to develop new ideas for partnerships and develop accompanying business cases/external bids from scratch.

**Responsibilities of the Post:**

1. To help the University build a deeper understanding of the strategic thinking and priorities of funders by providing timely briefings, analysis and recommendations.
2. To use intelligence on the policies and strategies of key funding bodies to develop ideas for new partnerships, and ensure that this intelligence is widely understood both across Research, Enterprise and Knowledge Exchange and the University.
3. To work proactively with academic departments and other professional service teams in the identification of promising projects and initiatives.
4. To support the development of internal proposals/business cases for specific partnerships and relationships of strategic importance to the University, such as the development of partnerships with other universities, nationally and internationally.
5. To contribute to the development of joint funding applications from strategic partners and consortia.
6. To map and develop analysis of the University's current and former partnerships, in order to help assess their current and future potential.
7. To support the development of new income streams and strategies in line with the policies of funders, to help ensure continued and sustained growth.
8. To develop processes and systems to strengthen and monitor the University's engagements with major funders and strategic partners, including the provision of timely reports on progress and performance.

9. Work closely with colleagues across the University, in order to create and ensure that there is a coordinated and planned approach to the development of new strategic partnerships.
10. Support the annual planning process for Research, Enterprise and Knowledge Exchange and inform the University's broader planning process.
11. To contribute to the development of a compelling narrative of the University's strengths for internal and external audiences and stakeholders.
12. Promote the benefits of strategic partnerships to academic departments.
13. Represent the University at external meetings.

**These duties are a guide to the work that the post holder will initially be required to undertake. They may be changed from time to time to meet changing circumstances.**

### **Person Specification**

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Detailed below are the types of qualifications, experience, skills and knowledge which are required of the post holder. Selection will be made upon evidence of best-fit with this criteria.

The Essential criteria sections show the minimum essential requirements for the post, therefore if you cannot demonstrate in your application you meet the essential criteria categorised below, you will not be invited to interview.

The Desirable criteria sections show additional attributes which would enable the applicant to perform the role more effectively with little or no training.

The Category column indicates the method of assessment:

**A = Application form      C = Certificate**

**I = Interview                R = Reference**

**T = Test / P = Presentation**

	<b>Category</b>
<b>Essential Criteria 1 - Qualifications</b>	
First Degree or equivalent professional qualification	A, C
<b>Essential Criteria 2 - Experience</b>	
Demonstrable track record of leading and developing high performing teams	A, I, R
Successful track record of project delivery	A, I, R
Demonstrable experience of establishing effective working relationships and partnerships across multiple stakeholders	A, I, R
Experience of budget management	A, I, R
Experience of working within a project and matrix management environment	A, I
<b>Desirable Criteria 2 - Experience</b>	
Experience of working in or with business	A, I
Experience of working in or with academic researchers	A, I
A successful track record of winning major funding bids	A, R
<b>Essential Criteria 3 – Knowledge</b>	
Up to date knowledge of external policy changes that affect future requirements and opportunities in relation to Research and Enterprise	A, I, R
Good knowledge and understanding of the HE sector, including a range of HE research funders	A, I, R
<b>Desirable Criteria 3 - Knowledge</b>	
Good knowledge and understanding of the private sector	A, I
<b>Essential Criteria 4 - Skills</b>	
Excellent written and oral communication, presentation and organisational skills.	A, I
Ability to balance conflicting requirements and maintain the team's focus on key priorities	A, I

Ability to identify and implement innovative and creative solutions to resolve problems or realise opportunities	A, I
Highly numerate and experienced in managing budgets	A, I
Proven track record of influencing and of building productive relationships and partnerships with internal and external stakeholders.	A, I, R
Ability to develop and deliver training for the immediate team and wider academic community	A, I
Ability to effectively manage, support and motivate staff. Be an effective member of a team and work beyond departmental boundaries.	A, I, R
Ability to work independently and be self-reliant	A, I
Good negotiating and influencing skills	A, I
Ability to manage and prioritise the post's workload	A, I
Ability to adapt to changing priorities and timescales	A, I
Excellent written and oral communication, presentation and organisational skills.	A, I

**Please also note that where qualifications are required, employment is conditional on the verification of them. Qualifications (must be original documents) will be checked on the first day of appointment.**

For more information about the role, please contact Jennie San, e-mail [j.san@gold.ac.uk](mailto:j.san@gold.ac.uk).

**May 2020**

## Summary of Benefits

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If you choose to work with us, you'll become part of a learning organisation that is committed to professional and personal development, with a comprehensive and innovative staff development programme.

You'll also have access to frequent lunchtime and evening talks, seminars and performances, and annual performance and development reviews.

Our other benefits include:

- Competitive salary
- On-site cinema, Curzon Goldsmiths, with staff discounts and special screenings
- Working in Zone 2, with fantastic transport links and interest free travel to work loans
- Excellent annual leave entitlement plus additional closure days at Christmas and Easter
- Membership of USS or LPFA pension scheme, dependent upon grade
- Access to exclusive discounts, including high street retailers
- Maternity, paternity, shared parental leave and adoption leave and pay and tax efficient childcare voucher scheme
- Contractual sick pay provision
- Free eye tests
- Wellbeing initiatives including the Chaplaincy and Staff Choir
- On-site [dining facilities](#) and [gym](#)
- Access to [University of London facilities](#) such as Senate House Library

## Further information

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For more information about Goldsmiths, please visit: [www.gold.ac.uk/about](http://www.gold.ac.uk/about).

We can supply information in alternative formats for people with a visual impairment or dyslexia. For this please contact [hr@gold.ac.uk](mailto:hr@gold.ac.uk), or visit [www.gold.ac.uk/hr](http://www.gold.ac.uk/hr).



***Thank you for your interest in working with us, we wish you all the best with your application.***