

## 1 Advertisement

**Post Title: Business Partnerships Manager (Social Science)**

**School/department** Research & Enterprise / Innovation & Business Partnerships

**Hours:** Full time or part time hours considered up to 1TE.

Requests for flexible working options will be considered (subject to business need).

**Contract:** Permanent

**Reference:** 8472

**Salary:** starting at £34,304 to £40,927 per annum, pro rata if part time

**Placed on:** 13 May 2022

**Closing date:** 27 May 2022. Applications must be received by midnight of the closing date.

**Expected Interview date:** to be confirmed

**Expected start date:** to be confirmed

University of Sussex is committed to developing new knowledge that challenges conventions and offers inspiring and creative ways to address global and local issues. As part of our strategic plan Sussex 2025 we set challenging new priorities for knowledge exchange starting in 2019/20 and are now recruiting a new team of Business Partnerships Managers to join our Innovation and Business Partnerships team and build on our successes.

We seek Business Partnership Managers with strong communication skills, commercial awareness, creativity and a collaborative approach to provide expert support and guidance to both academic colleagues and external partners acting as the key point of liaison whilst developing opportunities for collaboration. The role requires an understanding of innovation and enterprise funding providers such as Innovate UK to achieve this. Sound and evidenced stakeholder management skills are required to build long lasting mutually beneficial partnerships with key partners. The Business Partnerships Manager (Social Science) should demonstrate an interest in innovation and commercialisation of research from social science, arts and humanities and have an awareness of relevant business sectors.

Moving forward with a new Vice Chancellor about to take up her position, we are keen build on these achievements through further developing our capacity to extend our reach to businesses and civic society, as well through encouraging more academics to prioritise knowledge exchange as part of their career path. It is an exciting time to join Sussex and the Innovation & Business Partnerships team.

Please contact Kate Thorpe [k.thorpe@sussex.ac.uk](mailto:k.thorpe@sussex.ac.uk) for informal enquiries.

For full details and how to apply see our [vacancies page](#)

*The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.*

## 2. The Division

Our priorities within the Innovation & Business Partnerships Team within Research & Enterprise Services have been to:

- **Invigorate research-led business engagement:** We have stimulated a more entrepreneurial approach to research through supporting new channels of commercialisation. The pace of our spinouts has accelerated more than six fold compared to the previous 20 years and the University's IP portfolio has increased by one and half times for the same periods. Last year (2021/21) Sussex's thriving community of 115 graduate and staff businesses enjoyed a combined turnover of £32m – an increase of one and three quarters times the volume of trade compared to 2018/19. Together these businesses attracted external investment of nearly £32m last year (up by nearly 175% in two years) and they now support 470 jobs, providing employment for more than 150 people than two years ago.
- **Promote and support enterprising students and staff:** We have substantially increased our capability to embed entrepreneurial learning, engage students in extra-curricular entrepreneurship programmes and enabled graduate interns and student-led consultancies to create scalable opportunities to address real-world challenges. The appointment of a substantial dedicated in-house student enterprise team has seen our registered graduate start-ups still trading after three years increase by one third to over 30 over two years.
- **Strengthen Sussex's contribution to the economic, social and environmental vitality of our region:** We have re-focused on making an active contribution to driving the civic and economic fortunes of our region, working closely with partners to manage common challenges and co-create new, innovation-focused economic opportunities. Together with the University of Brighton and our incubator Sussex Innovation, we now offer comprehensive SME facing innovation programmes across Brighton & Hove, East and West Sussex – funded through the Local Enterprise Partnerships and the EU, where previously there were none. Our goal is to be an 'anchor' institution in the city region, making a difference to the business vitality, civic leadership and social wellbeing locally as well as on a global stage.

Please find further information regarding the division at <https://www.sussex.ac.uk/collaborate/>

## 3. Job Description

Job Description for the post of: Business Partnerships Manager (Social Science)

**Department: Research and Enterprise Division**

**Section/Unit/School: Innovation and Business Partnerships**

**Location: Sussex Innovation Centre, Science Park Square, Falmer BN1 9SB/Hybrid**

**Grade: 7**

**Responsible to:** Senior Business Partnerships Manager

**Responsible for:** No line management responsibility

The role will promote Sussex research and expert capability in Social Science to a non-academic audience, cultivate relationships with businesses and public sector organisations and support academics to engage in impactful collaborations. Your work will advance the University's reputation both locally and nationally as a force for innovation, progress and impact.

Based in the University of Sussex's Innovation and Business Partnerships Team within the Research and Enterprise Division, the Business Partnerships Manager (Social Science) will be responsible for working with Social Science research from across the University and with the School of Media, Arts and Humanities and will take a leading role in recommending how best to deliver the University's ambitious strategy to increase business engagement activities. This includes increasing and diversifying income streams from contract research, consultancy, Knowledge Transfer Partnerships, University Intellectual Property income and other entrepreneurial activity.

Business Partnerships Managers need strong communication skills, commercial awareness, creativity and a collaborative approach that will allow them to provide expert support and guidance to both academic colleagues and external partners acting as the key point of liaison whilst developing opportunities for collaboration. The role requires an understanding of innovation and enterprise funding providers such as Innovate UK to achieve this.

Sound and evidenced stakeholder management skills are required to build long lasting mutually beneficial partnerships with key partners.

The Business Partnerships Manager (Social Science) should demonstrate an interest in innovation and commercialisation and have an awareness of relevant business sectors.

## **PRINCIPAL ACCOUNTABILITIES**

1. To work with business and academic colleagues from across the Social Sciences, Media Arts and Humanities to drive up external engagement, addressing the key challenges of the Knowledge Exchange Framework and meeting the University's ambitions for knowledge exchange
2. To work in a collegiate manner with the wider Knowledge Exchange Network at the University, feeding ideas in to strategy development, collating and sharing data on knowledge exchange activities and assessing bids for central funding
3. To work with colleagues to grow the Knowledge Transfer Partnerships (KTPs) portfolio and develop these relationships
4. To create new opportunities to broaden out and develop existing stakeholder relationships
5. To gain business investment in innovations across the University
6. To work with intellectual property (IP) colleagues to assist with research commercialisation

7. To promote the University's KE portfolio and achievements at networking and business facing events

## **KEY RESPONSIBILITIES**

### **1. Increase income to the University from research and knowledge exchange**

- 1.1 To work with other members of the Innovation and Business Partnerships team to help achieve University stated income targets for knowledge exchange
- 1.2 To drive up research income from business through contract research, collaborative research, consultancy and consultancy services
- 1.3 To increase the Universities Knowledge Transfer Partnership portfolio by 2025
- 1.4 To increase income to the University from Innovate UK
- 1.5 To develop the University's innovation pipeline of research which can be developed for licensing, spin-outs and consultancy services
- 1.6 To increase income to the University from regional innovation and enterprise funding opportunities

### **2. Engage with academics, central R&E Services and KE colleagues across the University**

- 2.1 To support academics to develop and complete KE projects, including brokerage with external organisations, reporting, trouble-shooting and signposting to other colleagues in the KE network across the University
- 2.2 To raise the profile of KE on the collaborative, commercial, entrepreneurial, innovative and public/civic engagement aspects of the knowledge exchange agenda, in collaboration with KE colleagues across the university. This will include organising internal events and training to build academic awareness of and capacity in KE.
- 2.3 To work closely with your colleagues in the central Innovation & Business Partnerships team to ensure a coherent and consistent approach to KE activity is taken across the University.
- 2.4 To pro-actively raise your profile with relevant academics as the 'go-to' person in the Innovation and Business Partnerships team for support with knowledge exchange activity.
- 2.5 To communicate clearly with academics with varying degrees of experience of commercialisation and working with business

### **3. Build external business relationships and promote entrepreneurship**

- 3.1 To initiate, develop, manage and maintain client relationships with a key group of companies and public sector partners. In doing so, you will build collaborative partnerships which generate income through the use of business relationship management systems and channels. This will enable the University to manage its corporate relationships in a consistent way.

**3.2** To showcase the academic expertise and capabilities to a wide range of external business, public sector and third sector stakeholders, for example, through organising events for a targeted business audience.

**3.3** To initiate and support the commercialisation of research, development of enterprises and other income generating opportunities (e.g. from new intellectual property or training programmes) - working in partnership with colleagues with a focus on knowledge exchange and engagement, the Careers & Employability Centre and Sussex Innovation Centre when appropriate.

#### **4. Monitor and report on KE activity**

**4.1** To prepare written and verbal progress and performance reports in relation to activities undertaken and to provide information required for reporting.

**4.2** To develop case study materials to demonstrate the success of the knowledge exchange activities to stakeholders and for the Knowledge Exchange Framework.

#### **5. Build and develop KE infrastructure**

**5.1** To develop and maintain effective systems for improving KE achievements and visibility and to identify new opportunities for extending innovation and knowledge exchange for the benefit of academic colleagues.

**5.2** To identify and share best practice.

**5.3** To keep abreast of and provide an active contribution to knowledge exchange policy and practice through networks of KE professionals.

### **PERSON SPECIFICATION**

1. Ability to communicate effectively and persuasively with senior managers in businesses and public sector organisations, including ability to analyse business needs and identify solutions, summarising key points to other people at all levels of seniority.

2. Excellent client relationship management and interpersonal skills and an ability to work closely with other people at all levels of seniority, both within and outside of the Universities.

3. A proven record of activity in one or more areas of knowledge exchange, especially business engagement.

4. Demonstrable knowledge of the legal, regulatory and economic frameworks which govern the operational environment for businesses and the public sector.

5. Understanding of the policy and regulatory framework for universities relating to knowledge exchange and the HEIF

6. Skills and experience in project management

7. Ability to plan, manage and prioritise own workload, respond to changing priorities and deliver innovative solutions to deadlines maintaining a consistently high standard of service and meeting client needs

8. Understanding of academic research and knowledge transfer practices, funding streams and motivations.
9. Ability to travel in the UK to visit business contacts and other partners if needed.

### **ESSENTIAL ROLE-SPECIFIC CRITERIA**

1. Excellent knowledge of business partnerships development and/or knowledge exchange.
2. Educational and/or professional certification in relevant professional areas.

### **DESIRABLE CRITERIA**

1. Degree or equivalent qualification or 2 years relevant professional experience gained in a relevant industry sector.
2. Experience of working in a higher education or knowledge exchange environment
3. Experience in a management role and/or technology consulting / industrial / commercial / public sector environment with senior level interactions with client organisations