

Partnership Manager – Scottish Research Partnership in Engineering (SRPe)

Faculty	Faculty of Engineering (www.strath.ac.uk/engineering/)		
Staff Category	Administrative and Professional	Reference No	174852
Reports To	Executive Director, Scottish Research Partnership in Engineering (SRPe)	Grade:	8
Salary Range:	£40792 - £50132	Contract Type:	Fixed Term (31 July 2020)
FTE	1	Closing Date	15/03/2019

Job Advert

The Scottish Research Partnership in Engineering (SRPe) (<http://www.srpe.ac.uk/>) is the pan-Scotland partnership comprised of ten Scottish universities engaged in world-class engineering research.

SRPe works strategically with industry and government to further build upon and grow Scotland's engineering research excellence to drive global competitiveness and socio-economic impact. Our activities are focused around five strategic themes where the research and innovation strengths of the Scottish universities are aligned with the key strategic opportunities for impact and growth: *Advanced Manufacturing, Robotics & Autonomous Systems, Infrastructure & Environment, Engineering at the Life Sciences Interface and Energy.*

Based at the state-of-the-art Technology & Innovation Centre in Glasgow, the SRPe Partnership Manager will be a high calibre versatile professional with a wide range of skills who can work across all aspects of SRPe strategy development and operational delivery.

You will work closely with the SRPe Executive Director and will collaborate with a wide range of internal and external stakeholders from across a number of organisations spanning academia, industry and public sector, including at senior / executive level.

Your main activities and responsibilities will be across the full range of SRPe activities, including management of pool-wide SRPe funded initiatives and programmes; coordination and development of collaborative proposals and strategic initiatives; identification and monitoring of funding opportunities; organisation and delivery of conferences, events, workshops; marketing and communications; management and coordination of the SRPe Engineering Graduate School; budget management and financial reporting; progress tracking; development of databases and day-to-day operational management of the SRPe Executive Office.

To be considered for the role you must be educated to a minimum of degree level in a relevant discipline, or with equivalent relevant experience within the higher education, public or industry sectors. You will have extensive experience across stakeholder management, proposal / investment case development, marketing and communications, conference / events management, strategic initiative / project development and delivery, project performance management, staff management, financial management and general operational management, ideally within a higher education / research environment.

In addition to having excellent interpersonal, organisational & planning, management, communication and IT skills, you must have the versatility and drive to embrace new challenges. Many aspects of delivery will be non-prescriptive hence you must be able to operate pro-actively with a high degree of flexibility, and with a high level of motivation and initiative.

This represents an exciting opportunity for a versatile and experienced professional who is looking to make a significant contribution within a high impact organisation whilst continuing to grow and develop professionally.

Job Description

Brief Outline of Job:

To work closely with the SRPe Executive Director in supporting, developing and leading various aspects of the overall SRPe strategic mission and objectives. To work across all aspects of SRPe strategy development and operational delivery both within SRPe and across the wider SRPe network of key stakeholders. To be responsible for day-to-day operational / SRPe executive office management including management of the wider administrative and delivery team

Main Activities/Responsibilities:

1.	Management of SRPe funded initiatives and programmes (across collaborative research; skills development; knowledge transfer activities) including progress and financial reporting.
2.	Coordination and development of collaborative proposals, initiatives and investment cases.
3.	Horizon scanning and reporting on external (UK and international) strategic opportunities and funding calls.
4.	Coordination and delivery of conferences, events, workshops and strategic theme group meetings.
5.	Management of marketing campaigns and communications (website, marketing materials, media streams).
6.	Management of budgets and financial reporting.
7.	Management and coordination of SRPe Engineering Graduate School.
8.	Management and reporting of Performance Management Framework (metrics / KPIs).
9.	Development and maintenance of SRPe asset registers and databases.
10.	Day-to-day operational / SRPe executive office management including management of the wider administrative and delivery team.
11.	Engagement in Continuous Professional Development.

Person Specification

Educational and/or Professional Qualifications

(E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)

E1 A degree in a relevant discipline or equivalent relevant experience.

Experience

E2 Significant professional experience at management level, within a relevant professional engineering or research related environment within higher education, industry or public sector.

E3 Significant experience in the development and delivery of strategic initiatives and programmes / projects (such as research, technical based projects, skills development initiatives, events, or knowledge exchange initiatives).

E4 Experienced in the management of collaborative proposal delivery, proposal and investment case development involving a wide range of multi-disciplinary stakeholders.□

E5 Experienced in marketing and communication management, including preparing high quality written communications and marketing materials, and developing and maintaining websites.

E6 Experienced in day-to-day operational delivery and management of staff.

E7 Experienced in the management of budgets and reporting of financial performance.

E8 Experienced in organising and managing multi-stakeholder / diverse working groups, events and workshops.

E9 Experienced in monitoring and identifying funding / investment opportunities.

D1 Experienced in the development and management of registers / databases.

D2 Experienced in developing and managing strategic / operational performance management metrics, KPIs and special initiatives.

Job Related Skills and Achievements

E10 Proven interpersonal and communication skills, with confidence in engaging with and influencing a diverse range of stakeholders including at senior / executive level.

E11 Ability to self-direct with minimal inputs from higher management other than strategic scene and target-setting
E12 Knowledge and understanding of how collaborative research programmes should be conducted including awareness of stakeholder perspectives.
E13 Programme / Project Management skills.
E14 High level of attention to detail and quality of output.
Working knowledge of the engineering / technology sector.
Personal Attributes
E15 Self-motivation and tenacity
E16 Confidence in presenting, speaking and engaging with diverse audiences.
E17 Ability to build strong working relationships with a range of stakeholders.
E18 Versatility, flexibility and adaptability in approach to work.
E19 Strong team-player with a collaborative approach and motivator of staff and stakeholders.
Other Relevant Factors
E20 Prepared to travel to meetings throughout Scotland, as required.
E21 Prepared to be flexible on hours worked to meet deadlines (occasional).

Application Procedure

Applicants are required to complete an application form including the name of three referees who will be contacted before interview without further permission, unless you indicate that you would prefer otherwise. Applicants should also submit a Curriculum Vitae and a covering letter detailing the knowledge, skills and experience you think make you the right candidate for the job. Applicants should also complete the Equal Opportunities Monitoring Form.

Other Information

Further information on the application process and working at Strathclyde can be found on our website (<http://www.strath.ac.uk/hr/workforus>).

Informal enquiries about the post can be directed to Dr Caroline Cantley, Executive Director, Scottish Research Partnership in Engineering (caroline.cantley@srpe.ac.uk).

Rewards and Benefits

Our staff have access to a wide range of outstanding benefits that include financial rewards, family friendly and wellbeing benefits and career development opportunities, details of which can be found [here](#).

Conditions of Employment

Conditions of employment relating to the Administrative and Professional staff category can be found at: [Conditions of Employment](#).

Probation

Where applicable, the successful applicant will be required to serve a 9 month probationary period.

Pension

The successful applicant will be eligible to join the Universities' Superannuation Scheme. Further information regarding this scheme is available from [Payroll and Pensions](#).

Relocation

Where applicable, the University offers a relocation package to support new employees who meet the eligibility criteria. The relocation package is offered as a contribution towards costs incurred, and is designed to be flexible, allowing staff to use the financial support available in the way that will be most helpful to them. Further details are outlined in the Relocation Policy.

Equality and Diversity

We value diversity and welcome applications from all sections of the community.

The University currently holds a Bronze Athena SWAN award, recognising our commitment to advancing women's careers in science, technology, engineering, maths and medicine (STEMM) employment in academia.

University Values

The University's Values capture what we're all about: who we are, what we believe in and what we stand for. [Our Values](#) have been derived from how we act and how we expect to be treated as part of Strathclyde.

