



Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the postholder.

Job title: Partnership Development Manager

Department/Division: PAGE

Accountable to: Executive Director of Corporate Engagement

Job Summary

LSE is a leading social science institution with some of the greatest global impact. Our researchers are world-leading thinkers on critical issues. Are you looking for a role that directly contributes to the betterment of society? To work alongside globally respected experts in diverse subjects such as climate change, data science, sociology, marketing, geography, economics, or politics? To be part of a forward-thinking community where assumptions are challenged, and new ideas encouraged?

This is a new role within the Corporate Engagement Team and is a joint post with the Research & Innovation Division; the Partnerships Development Manager post will sit within the Corporate Engagement Team but have dotted line management to the Associate Director of Innovation & Impact. The role represents the importance of partnerships to delivering against LSE's strategic ambitions for research, impact and innovation.

Corporate Engagement is a relatively new function within LSE, responsible for developing and overseeing the School's relations with external third parties (businesses, public sector and not-for-profit organisations). Not only are we at an exciting stage of expanding into phase two of our corporate engagement strategy, including international expansion, but we are doing this at a time with our visionary new President and Vice-Chancellor, Professor Larry Kramer, along with the amazing thought leaders at LSE. The Corporate Engagement team is part of the LSE's Philanthropy and Global Engagement (PAGE) division, which has firmly established itself as one of the UK's most successful university advancement teams.

Research and Innovation Division (LSE R&I)'s mission is to help develop and sustain an environment that makes LSE the best place to do excellent and impactful research. LSE R&I aims to provide high quality support to LSE's academics, students and alumni across all stages of the research lifecycle and ensure responsible research practice which complies with relevant regulations and operates with rigour and integrity.

The Partnership Development Manager will be a key member of the Team, responsible for building and nurturing relationships with key external partners in order to deliver LSE's 2030 Strategy and the Research for the World 2030 plan. This activity will enable the development of higher value partnerships and enhance the non-academic impact of LSE's research, as set out in these strategies. The postholder's focus will be on driving new relationships with organisations to increase the opportunity for impactful research as well as working closely with senior stakeholders within the School to increase partnership opportunities and facilitate delivery.



Duties and Responsibilities

The principal responsibilities of the Partnership Development Manager are to:

Partnership Development

- Play a lead role in the development and delivery of partnership activity aligned with LSE's Research for the World Strategy 2030 and the Corporate Engagement Strategy which supports its delivery, working closely with Research Centres and Institutes and colleagues within PAGE, R&I and other Professional Services.
- Work closely with the R&I teams to develop and utilise an excellent level of understanding of LSE academic capacity, expertise and interests in order to grow research, impact and innovation through partnerships.
- Conversely, use the Corporate Engagement team's network, contacts and expertise to develop excellent client relations and identify potential partner interests and needs that require LSE capabilities and support.
- Utilise this understanding of both communities to effectively match researchers with appropriate partners and vice versa. Broker and support development and maintenance of relationships between the two parties. Use sound judgement in respect to the viability, opportunity and risks associated with each interaction, undergoing due diligence as required in line with School policy.
- Create a pipeline of potential collaborative activities between external partners and researchers, ensuring LSE is maximising all opportunities to generate the full range of impact within and from its research as well as accessing available funding and in-kind value contributions.
- Work with R&I colleagues to maintain an oversight of new and ongoing funded opportunities for leveraged / matched support to facilitate partnership growth and development, aiming to make partnerships as sustainable as possible.
- Support the 3-way relationship between funding body, partner/s and researchers in conjunction with R&I colleagues to co-ordinate, steer and support the development of strategically important funding research and innovation applications or initiatives.

Management and Coordination

- Lead highly professional support for partnership development, acting as the crucial co-ordination point between R&I, Corporate Engagement, other professional services and academic units as required, to ensure a joined-up approach across LSE. Shape the development of necessary resources, tools, and other activities in line with our strategy, to ensure effective delivery of service.
- Regularly undertake an analysis of partner requirements, researcher interest and funding opportunities, using the information to proactively generate a plan of action for targeting and developing new and existing partnerships between individual researchers and external parties.
- Inform and embed the establishment of appropriate systems to record, monitor and evaluate partnership activity progress against milestones and KPIs, providing reports as required.
- Work with Corporate Engagement, and Research & Innovation colleagues to ensure shared working practices, staff development and collaborative approaches to working.
- Raise the visibility and profile of LSE's partnership development activities to both internal and external audiences. Engage with Marketing and Communications regularly to ensure partnership activity is highlighted to audiences in a real-time and responsive way.
- Shape the development of partner information and engagement material to ensure the content and language is appropriately adapted and is fit for purpose to fully represent LSE's expertise and facilities clearly. Lead and support events and initiatives designed to



broaden engagement, enabling researchers and potential partners to meet and identify areas of mutual interest.

- Inform a programme of training and development of online resources for academics such as how to grow external networks, working with non-academic partners, and converting existing relationships into more value-added opportunities.
- Prepare regular progress reports for the Directors of Corporate Engagement and Research & Innovation, Academic Director of Impact and School bodies as appropriate.

Other

- Represent LSE internally and externally as required.
- Continue to develop their own skills and awareness and share best practice with others internally and externally.
- Undertake any other duties appropriate to the role required.
- This role may require some flexibility in working hours and travel.

Flexibility

To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the exigencies of service. Job roles may also naturally develop over time and ongoing substantial changes to a role will be discussed between line managers and their staff, with job descriptions updated as and when appropriate.

Equity, Diversity and Inclusion (EDI)

LSE is committed to building a diverse, equitable and truly inclusive university. All posts (and post holders) will seek to ensure diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation, or social and economic background.

Ethics Code

Posts (and post holders) are assumed to have a responsibility to act in accordance with the School's Ethics Code and to promote the principles and values that the Code enshrines. The Ethics Code clearly states that the whole LSE community, including all staff, students, and governors of LSE, are expected to act in accordance with the principles which are set out in the Code. As such you are required to read and familiarise yourself with it. The School's Effective Behaviours Framework is designed to support this Code. It sets out examples for the six behaviours that all staff are expected to demonstrate.

Environmental Sustainability

The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy.