



Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

Job title: Business Partnerships Manager

Ref no.:

Department/Division: LSE Advancement

Accountable to: Head of Foundation and Business Partnerships

Competency	Criteria	E/D
Knowledge and Experience	Educated to degree level or equivalent.	E
	Experience of developing projects and funding proposals with business partners	E
	An understanding of the nature of business partnerships with large charitable or academic institutions.	D
	Experience of working in a complex organisation and ability to work within its internal regulatory framework, financial, legal and ethical etc.	D
	Experience of budget management and negotiating financial contracts between organisations.	D
	Good office IT skills including general Windows experience (Word Outlook, Excel & Powerpoint)	E
Communication	Confident and professional; able to represent the organisation to external contacts in various industries.	E
	Ability to communicate effectively and appropriately in writing and orally, in formal and informal settings, to people at all organisational levels.	E
	Ability to convey complex information to a diverse range of people with differing levels of subject matter knowledge in the appropriate manner.	E
	A strong understanding of confidentiality and appropriate dissemination of information.	E
	Strong attention to detail.	E



Teamwork and Motivation	Evidence of working with departments across a complex multi-faceted organisation towards a common goal.	D
	Ability to place the Business Partnership team's work within the context of the wider division and organisation and take appropriate action.	E
Liaison and Networking	A track record of building meaningful external relationships to engage them with the organisation and aid collaboration on mutual interests.	E
	A tenacious personality not set back by failure or lack of response.	E
Planning and Organising Resources	Ability to prioritise short and long term goals effectively.	E
	Ability to manage multiple complex projects running simultaneously and across organisations, both high level oversight and day to day management of project work.	E
Initiative and Problems Solving	Ability to work with limited supervision.	E
	Ability to identify areas of mutual interest between the institutions and various corporates and develop opportunities for collaboration and mutually beneficial proposals, responding creatively to problems that arise.	E
	An ability to develop effective strategies for building and maintaining the organisation's relationships with corporates and key individuals within.	E

E – Essential: requirements without which the job could not be done.

D – Desirable: requirements that would enable the candidate to perform the job well.