

## **Business & Partnerships Manager**

Centre for Digital Innovations in Health & Social Care



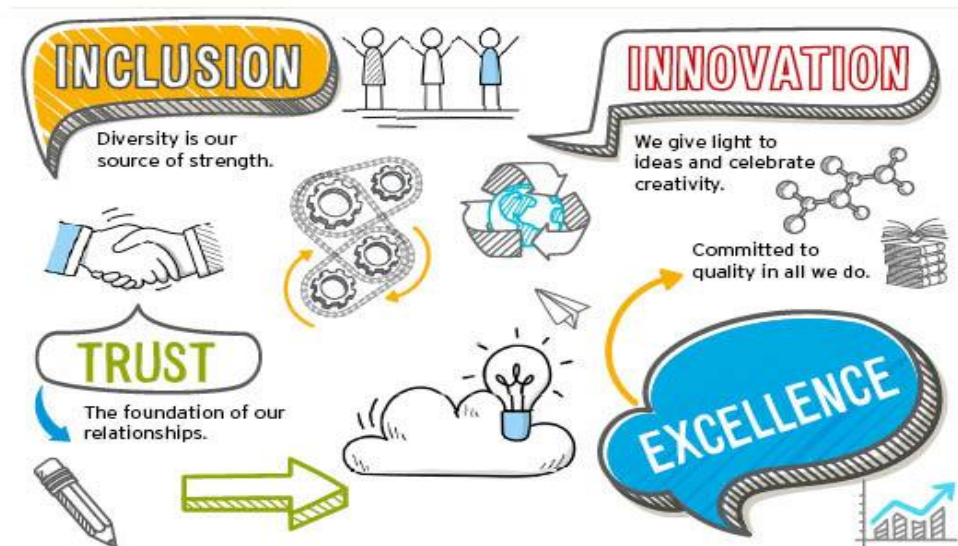
## Brief summary of the role

Role title:	Business & Partnerships Manager
Grade:	8
Faculty or Directorate:	Faculty of Health Studies
Service or Department:	Centre for Digital Innovations in Health & Social Care
Location:	Hybrid – home/office (Main Campus/Wolfson Centre for Applied Health Research) or fully office based if preferred
Reports to:	Professor Rebecca Randell
Responsible for:	
Work pattern:	Full time standard hours or flexible working (e.g. compressed hours) if preferred; willing to consider job share

## About the University of Bradford

### Values

At the University of Bradford, we are guided by our core values of Excellence, Trust, Innovation, and Inclusion. These values shape our approach and our commitment to making diversity, equity, and inclusion part of everything we do – from how we build our curriculum to how we build our workforce. It is the responsibility of every employee to uphold the university values.



### Equality, Diversity, and Inclusion (EDI)

At the University of Bradford, we are guided by our core values of Excellence, Trust, Innovation, and Inclusion. These values shape our approach and our commitment to making diversity, equity, and inclusion at the heart of everything we do.

We foster a work environment that's inclusive as well as diverse, where staff can be themselves and have the support and adjustments to be successful within their role.

We are dedicated to promoting equality and inclusivity throughout the university and have established several networks where individuals can find support and safe places fostering a sense of belonging and acceptance. We are committed to several equality charters such as Athena Swan, Race Equality Charter, Disability Confident and Stonewall University Champions Programme.

## Health, safety, and wellbeing

Health and Safety is a partnership between employee and employer each having responsibilities, as such all employees of the University have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions.

It is the responsibility of all employees that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

Managers should note they have a duty of care towards any staff they manage; academic staff also have a duty of care towards students.

All colleagues will need to ensure you are familiar with any relevant Health and Safety policies and procedures, seeking advice from the Central University Health and Safety team as appropriate.

We are registered members of the University Mental Health Charter. This visibly demonstrates our commitment to achieving cultural change in student and staff mental health and wellbeing across the whole university, whilst supporting the vision of our People Strategy to create a culture and environment of transformational diversity, inclusion and social mobility, creating a place where our values come to life and are evident in our approach.

## Information governance

Employees have a responsibility for the information and records (including student, health, financial and administrative records) that are gathered or used as part of their work undertaken for the University.

An employee must consult their manager if they have any doubts about the appropriate handling of the information and records with which they work.

All employees must always adhere to data protection legislation and the University's policies and procedures in relation to information governance and information security.

Employees will be required, when and where appropriate to the role, to comply with the processing of requests under the Freedom of Information Act 2000.

## Criminal record disclosures and working with vulnerable groups

Depending on the defined nature of your work and specialist area of expertise, the University may obtain a standard or enhanced disclosure through the Disclosure and Barring Service (DBS) under the Rehabilitation of Offenders Act 1974.

All employees of the University who have contact with children, young people, vulnerable adults, service users and their families must familiarise themselves, be aware of their responsibilities and adhere to the University's policy and Safeguarding Vulnerable Groups Act 2006.

The University is committed to protect and safeguard children, young people and Vulnerable Adults.

Suitable applicants will not be refused positions because of criminal record information or other information declared, where it has no bearing on the role (for which you are applying) and no risks have been identified against the duties you would be expected to perform as part of that role.

## Role holder: essential and desirable attributes

### Qualifications

<b>Essential</b>	<ul style="list-style-type: none"> <li>• Honours degree in a relevant subject or equivalent experience</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• PhD in a relevant subject</li> <li>• Project management qualifications</li> <li>• Training in any aspects of industry academic collaboration</li> </ul>

### Experience, skills, and knowledge

<b>Essential</b>	<ul style="list-style-type: none"> <li>• Evidence that in a previous or current role has developed or shaped collaboration between academics and industry, whether from within industry or within academia</li> <li>• Evidence of building external relationships/contacts and finding and acting on new KT opportunities whether through academic staff or through own research and efforts</li> <li>• Strong communicator to both science and business audiences</li> <li>• Project management experience</li> </ul>
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	<ul style="list-style-type: none"> <li>• Budgetary management experience</li> <li>• Accuracy and attention to detail</li> <li>• Ability to prioritise and coordinate own workload, managing own time and working to set deadlines</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Excellent written and oral communication skills with ability to communicate complex information effectively to mixed groups with diverse levels of understanding</li> <li>• Experience of digital health research or a related subject</li> <li>• Experience of working within the Higher Education Sector or a similar organisation</li> <li>• Experience of managing staff</li> </ul>

Personal attributes

<b>Essential</b>	<ul style="list-style-type: none"> <li>• Commitment to delivering exceptional customer service</li> <li>• Commitment to engage with and contribute to the aims and objectives of the University</li> <li>• Commitment to engagement in positive working relationships</li> <li>• Understanding of the University's commitment to Equality and Diversity</li> </ul>
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	<ul style="list-style-type: none"><li>• Committed to continuing personal/professional development</li></ul>
<b>Desirable</b>	<ul style="list-style-type: none"><li>•</li></ul>



Thanks to Expanding Excellence in England funding, the University of Bradford's Centre for Digital Innovations in Health & Social Care is embarking on an exciting programme of rapid growth. We are seeking a Business & Partnerships Manager who will play a pivotal role in ensuring the Centre's long-term sustainability.

This is an indefinite position. The successful applicant will work to establish, maintain, and grow effective relationships with both businesses and health and social care partners, identifying opportunities for consultancy and delivery of postgraduate programmes and CPD, while also maintaining oversight of the Centre's finances.

## Main duties and responsibilities

1. Support the Centre Director in the successful delivery of strategic objectives and project plans and the operational day-to-day activities of Centre;

### Consultancy

2. Collegiately develop and maintain a rich network of contacts within the University and region, including with the Digital Health Enterprise Zone and Health Innovation Yorkshire & Humber;
3. Develop marketing materials to promote the Centre's consultancy offer;
4. Establish, maintain, and grow effective relationships with digital health companies and health and social care organisations, identifying opportunities for consultancy;
5. Actively seek and tender for consultancy contracts, e.g. those advertised via the Government's Contracts Finder;
6. Work with the University Research and Innovation Team to identify KTP opportunities and opportunities for applying for research funding with industry partners;
7. Advise Centre staff on, and monitor adherence to, industry-academic partnering best practice and contribute to the improvement of procedures, policies, and practices;
8. Assess potential risks before entering consultancy and KTP agreements;
9. Liaise with the University Research and Innovation Team to ensure contractual, financial and administrative processes are followed for costing, contracting and delivering consultancy and KTP projects;
10. Be responsible for costing and pricing of contracts and play a key role in their negotiation;
11. When consultancy and KTP projects are underway, be the main point of contact with industry partners, ensuring clear communication channels.

### Education and training

12. Liaise with digital health companies and health and social care organisations to identify the education and training needs of their staff;
13. Undertake thorough market research to identify trends in, and demand for, digital health CPD;

14. Use intelligence gathered to work with colleagues to develop the Centre's long-term education and training strategy.

#### Finance and reporting

15. Work with the University Research and Innovation Team to ensure accurate and timely information is available on Faculty bidding and contracting performance. This will include ensuring Research Information System (RIS) data is up to date, as well as submitting accurate data to partners and funders as required;
16. Represent the Centre at the RIS User Group and recommend system improvements as needed;
17. Liaise with the Faculty Associate Finance Business Partner to maintain oversight of Centre income and expenditure and ensure all external income is invoiced for in a timely manner;
18. Ensure appropriate Centre-level systems are in place to record, monitor, and evaluate the Centre's progress against milestones and KPIs, providing reports to the Centre Director and relevant committees.

#### General

19. Meet PDR objectives and maintain a personal development plan, utilising the Performance Development Review Scheme;
20. Contribute to the working life of the Faculty and University and wider academic community;
21. Contribute to the financial sustainability of the Centre by identifying efficiencies, optimising resources and making savings;
22. Contribute to strategic and operational planning within the Faculty and wider University level and University ambitions including Athena SWAN and other external standards;
23. Demonstrate commitment to integrating and embedding equality, diversity and inclusion into core research and teaching practices to support the EDI Strategy.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.