

JOB TITLE: HEAD OF PARTNERSHIPS (FIXED TERM)

REPORTS TO: EXECUTIVE DIRECTOR OF ENTREPRENEURSHIP CENTRE

Background

The role of Head of Partnerships functions as part of Cambridge Judge Business School's (CJBS) Entrepreneurship Centre (EC) at the University of Cambridge. The EC's mission is focused on advancing education, research, and practice: to support the University's entrepreneurial talent development and commercialisation of new ideas; to develop and share thought-leadership that establishes the University as a global knowledge locus for entrepreneurship; to enhance the development of management capacity within the Cambridge entrepreneurial ecosystem and beyond.

The role holder is responsible for managing EC's portfolio of existing and emerging academic, industry, government and philanthropic partner relationships and client delivery. They will work closely with the Executive Director of the Centre, academic co-directors, heads of functions and other key stakeholders within and beyond CJBS to secure and sustain partnerships that have the potential to support one or more functional areas in the Centre (eg Education, Research, Ventures, and Practice). Ultimately, the role will support world-class delivery of the EC's mission in Cambridge, the UK, and internationally.

The role

The main purpose of the role is to manage all aspects of the EC's partnerships portfolio, ensuring sufficient volume and value in the pipeline of prospects and subsequent delivery of partner and EC expectations, including the efficient and effective working with key stakeholders within the EC, CJBS, the wider University and beyond.

Working in close consultation with the Executive Director of the EC and others, the role holder will manage partnerships from concept to delivery with the overall objective of: reaching relevant and high-calibre prospects; positively engaging and converting these into partnership agreements; providing them with a world-class client and account management experience; maintaining positive ongoing relations with them as key stakeholders and tracking and reporting on outcomes and impacts that meet the expectations of the EC and relevant partners in the portfolio.

Main responsibilities

- Inform and translate the vision and strategy of EC's Executive Director into proposals, plans and objectives for public, private or third-sector partnerships, aligning strategic and operational needs.
- Develop partnership initiatives and priority areas as agreed with EC's Executive Director, managing operational interfaces and ensuring compliance with University and partner policies and procedures.

- Actively seek out potential partner funding opportunities, working closely with EC's Executive Director and senior management team to influence exemplary delivery of agreed partnership activities.
- Work to meet or exceed agreed performance goals and targets for income generation through partnerships, taking appropriate advice and action to deliver commitments on time and on budget.
- Work closely with others in the management team to engage potential partners, sponsors and donors and lead the co-ordination effort to translate interest into comprehensive partnership agreements.
- Collect, analyse and report high quality management information on the EC's partnerships, building intelligence to help identify further sources of collaboration, income and relationships for the future.
- Effectively assess and manage all partnership delivery risks ensuring compliance with relevant best-practice and protecting the reputation associated with the EC, CJBS and the University.
- Identify and navigate the interpersonal and political dynamics within their operating environment, understanding the need to create productive relationships and networks.
- Support a culture of equality, respect and recognition, fostering teamwork that values cross-boundary sharing of relationships, resources, knowledge, skills and experience.
- Encourage all members of the management team to work together to create joined up solutions and deliver outstanding results by working co-operatively across high performing functional teams.

The person

The ideal candidate should have the following qualities, skills and attributes. You are asked to provide a CV and a covering letter demonstrating how your own experience meets these requirements:

- Relevant undergraduate or postgraduate degree. Masters in Business Administration (MBA) or equivalent preferred.
- Track record of continuing professional development (CPD).
- Experience in leading business development to support innovation, entrepreneurship, venture creation or business growth.
- Experience in managing high value corporate client programme delivery.
- Experience in service design, development and delivery in a world-class higher education, research or practice setting.
- Experience in creating, capturing and delivering value from income generating academic, industry or government partnerships.
- Strategic and operational planning skills.
- People, teamwork, partnership and relationship management skills.
- Project and programme management skills.
- Financial and contract management.
- Persuasion, influencing and negotiation skills.
- Exemplary aural, verbal and written communication.
- Diplomacy, social and political awareness.
- Ability to manage challenge, conflict and composure under pressure.

- Experience in managing confidentiality, cultural sensitivity and diversity.
- Experience in risk management and mitigation.
- Contemporary ICT skills (including data protection and privacy).
- Some UK and international travel, weekend working and/or overnight stays on business.

Benefits

This is a full-time position working 37 hours per week. There will be a six-month probationary period. Holiday entitlement is 33 days per annum plus eight days of public holidays. The salary will be in the range £41,526-£52,559 per annum.

This is a fixed term role for one year in the first instance.

The full incremental salary range for the position is advertised in order to demonstrate the progression for the Grade. In the majority of cases appointments will be made at the Grade minimum; only in very specific exceptional circumstances can a higher salary be offered.

The University of Cambridge comprises more than 150 departments, faculties, schools and other institutions, plus a central administration and 31 independent and autonomous Colleges. It is one of the world's oldest and most successful universities, with an outstanding reputation for academic achievement and research.

With excellent benefits, extensive learning opportunities and a stimulating and attractive environment, the University of Cambridge is a great place to work. Our employees are eligible for a wide range of competitive benefits and services. We give them access to numerous discounts on shopping, health care, financial services and public transport. We also offer final salary pensions and tax-efficient bicycle and car lease schemes.

We have two nurseries and a holiday play scheme to help support those with childcare responsibilities and we offer various types of family-friendly leave to aid employees' work-life balance. In addition we operate a number of initiatives to promote career development, health and well-being.

Further details can be found at www.admin.cam.ac.uk/offices/hr/staff/benefits. There is also a range of information about living and working in Cambridge at www.jobs.cam.ac.uk.

Application arrangements

To submit an application for this vacancy, please search for this position on the University's Job Opportunities website at www.jobs.cam.ac.uk and click on the "Apply online" button at the bottom of the relevant job description. This will route you to the University's Web Recruitment System, where you will need to register an account (if you have not already) and log in before completing the online application form.

The closing date for applications is 23 April 2021.

Applicants are required to provide details of two referees. These will not be contacted unless the applicant is shortlisted.

Equality of opportunity at the University

The University of Cambridge is committed to a proactive approach to equality, which supports and encourages all under-represented groups, promotes an inclusive culture and values diversity. Entry into employment with the University is determined by personal merit and by the application of criteria required for the post. No applicant for an appointment or member of staff will be treated less favourably than another on the grounds of sex (including gender reassignment), marital or parental status, race, ethnic or national origin, colour, disability (including HIV status), sexual orientation, religion, age or socio-economic factors.

The University has various diversity networks which help it to progress equality; these include the Women's Staff Network, the Disabled Staff Network, the Black and Minority Ethnic Staff Network and the Lesbian, Gay, Bisexual and Transgender Staff Network. In addition, the University was ranked in the top 100 employers for lesbian, gay and bisexual (LGB) staff in Stonewall's Workplace Equality Index 2013.

Information if you have a disability

The University welcomes applications from individuals with disabilities and is committed to ensuring fair treatment throughout the recruitment process. Adjustments will be made, wherever reasonable to do so, to enable applicants to compete to the best of their ability and, if successful, to assist them during their employment.

We encourage applicants to declare their disabilities in order that any special arrangements, particularly for the selection process, can be accommodated. Applicants or employees can declare a disability at any time.

Applicants wishing to discuss any special arrangements connected with their disability can, at any point in the recruitment process, contact a member of Cambridge Judge Business School's HR team who are responsible for recruitment to this position, on (01223) 339637 or by email on hr@jbs.cam.ac.uk. Alternatively, applicants can contact the HR Business Manager responsible for the department they are applying to via hrenquiries@admin.cam.ac.uk.