

JOB DESCRIPTION

Job Title:	Enterprise and Partnerships Fellow	Grade:	AC2
Department/School:	Institute for Lifecourse Development, Faculty of Education, Health and Human Sciences	Date of Job Evaluation:	13 November 2019
Role reports to:	Director of Institute for Lifecourse Development		
Direct Reports	Pro Vice Chancellor, Faculty Operating Officer		
Indirect Reports: Other Key contacts:	<ul style="list-style-type: none">• Charlton Athletic Community Trust and other partners• Faculty Business Development Manager• Heads of School• ILD Centre Leads		
This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.			

PURPOSE OF ROLE:

To main purpose of the role is to conduct independent high quality research and enterprise at the new Institute for Lifecourse Development. The person appointed will be expected to:

- Engage in independent research and enterprise in the areas of Education, Health, Social Care and Psychology and in so doing contribute to the enterprise profile of the Faculty and independently to the REF submission within their areas of research relevant to the Institute for Lifecourse Development, Faculty of Education, Health and Human Sciences.
- Contribute to the delivery of some high quality, innovative enterprise and related partnerships in the Institute for Lifecourse Development and Faculty.
- To support the development of the Institute for Lifecourse Development.
- To liaise with external partners in the voluntary and statutory sectors.
- To manage events and other activities related to the role.

KEY ACCOUNTABILITIES:**Team Specific:**

- Work with academic staff on enterprise as evidenced by partnership activity and bids
- Manage existing activities to successfully achieve Institute aims
- Monitor enterprise funding and ensure that outputs are completed to deadline
- Coordinate (where relevant) with members of the Faculty, Institute and Centre Leads, including organisation of regular project meetings in order to ensure projects are run efficiently
- Work effectively within a team environment
- Support the preparation and dissemination of enterprise findings
- Disseminate findings to practitioners and others in the field
- Development and support of impact plans arising out of Institute research
- Liaise with the Institute web author to inform the wider community about research findings and practical implications
- Liaise with external and internal contacts to develop collaborations for projects
- Assist in the preparation of proposals for external funding

Generic:

- Assist the Faculty Research Areas in achieving the School's and Institute KPIs
- Contribute to School and Institute plans, activities and efficient working practices
- Participate, as appropriate, in visits to schools, local community groups, public engagements and related activity
- Demonstrate a commitment to equality, diversity and inclusion through engagement with University initiatives
- Promote your work and represent your discipline and the work of the University internally and externally, and take a proactive approach to ethical, good practice

Managing Self

- Keep abreast of developments within the field and seek continuous improvement of own professional practice
- Actively participate in established professional development framework activities
- Behave in a manner which reflects the University values and creates a positive environment for work and study
- Maintain a high standard of student engagement and satisfaction
- Seek to maximise the learning outcomes of students (as appropriate)

Core Requirements

- Adhere to and promote the University's policies on Equality and Diversity and Information Security Ensure compliance with Health & Safety regulations
Support and promote the University's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible.
- The successful applicant will be required to undertake a DBS check. The University will arrange this

Additional Requirements:

Any other duties commensurate with the post and grade as agreed with the Director of the Institute for Lifecourse Development and the PVC of the Faculty.

KEY PERFORMANCE INDICATORS:

Performance Indicators will be established in consultation with the Heads of School as part of the post-holder's annual Appraisal and Professional Development Review

KEY RELATIONSHIPS (Internal & External):

PERSON SPECIFICATION	
Essential	Desirable
<p>Experience</p> <ul style="list-style-type: none"> • Independent subject specific research leading to the publication of original work in peer reviewed publications. • Experience in providing scientific direction to research and enterprise work typically under the overall supervision of a principal investigator. • Awareness or experience of winning external funding or supporting winning of external funding. • Experience in tracking research budgets. • Dissemination of enterprise findings at conferences or symposia. • Student care and pastoral provision. <p>Skills</p> <ul style="list-style-type: none"> • Specialist research and enterprise skills appropriate to the appointment. • Ability to both work independently and (where appropriate) as part of a team • Effective communication skills (including external audiences) • Outstanding organisational, IT communication and interpersonal skills • Project management skills <p>Qualifications</p> <ul style="list-style-type: none"> • PhD or equivalent in related field for the Faculty <p>Personal attributes</p> <ul style="list-style-type: none"> • We are looking for people who can help us deliver the values of the University of Greenwich: Excellence, Determination, Inclusivity, Ambition and Creativity 	<p>Experience</p> <ul style="list-style-type: none"> • Supervision of student research activities. • Supervision of postgraduate research students. • Engagement with national or regional public/cultural sectors/business/industry/professional bodies in respect of research • Supporting faculty enterprise and partnership activity <p>Skills</p> <ul style="list-style-type: none"> • Organisation of dissemination activities, such as research meetings and seminars. <p>Qualifications</p> <ul style="list-style-type: none"> • MSc in research methods • Project management training and/or qualification