

Post Details		Last Updated: 28/08/2025	
Faculty/Administrative/Service Department	Faculty Research and Innovation Office (FRIO), Faculty of Health and Medical Sciences		
Job Title	Partnerships Manager – Health and Medical Sciences		
Job Family	Professional Services	Level	5
Responsible to	Faculty Research and Innovation Manager		
Responsible for (Staff)	N/A		
<u>Job Purpose Statement</u>			
To work as part of the Faculty Research and Innovation Officer (FRIO) within the Faculty of Health and Medical Sciences, developing the University’s key strategic relationships with industrial and governmental partners in the Health and Medical Sciences sector.			
The role will involve both tactical and strategic activity and will seek to translate new and emerging relationships into long-term, mutually beneficial strategic partnerships.			
<u>Key Responsibilities</u> This document is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities			
1. Act as a service provider to the Faculty of Health and Medical Sciences, identifying, developing and supporting strategic partnerships. 2. Identify and establish new collaboration opportunities and lead the development of a strategy and action plan for engagement with the Health and Medical Sciences sector. Contribute to the development of specific options, plans and activities to deliver that strategy, ensuring strategic alignment with wider University strategies and the priorities of key regional partners such as County and Borough Councils and the NHS. 3. Manage key activities (in cooperation with other Partnerships Managers and the Faculty Executive Board) in relation to relevant Faculty and University strategic partnerships. 4. Represent and promote the Faculty externally; establish and maintain professional working relationships with external clients at senior management and board levels, specifically the businesses, public sector organisations and charities engaged in the Health and Medical Sciences sector. 5. Liaise with academic colleagues and external partners on complex matters including IP, commercially sensitive objectives, the political landscape. 6. Work across functions and departments to contribute to the development of proposals, oversee collaboration agreements, leverage networks, and cross-sell. 7. Lead the organisation of events, workshops etc. aimed at developing and maintaining strategic partnerships and relationships			
N.B. The above list is not exhaustive.			
All staff are expected to: - Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University of Surrey Equal Opportunities Policy. - Work to achieve the aims of the University’s Environmental Policy and promote awareness to colleagues and students. - Follow University/departmental policies and working practices in ensuring that no breaches of information security result from their actions. - Ensure they are aware of and abide by all relevant University Regulations and Policies relevant to the role. - Undertake other duties within the scope of the post as requested by the line manager. - Work supportively with colleagues, always operating in a collegial manner.			
Help maintain a safe working environment by: - Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand. - Following local codes of safe working practices and the University of Surrey Health and Safety Policy.			

Elements of the Role

This section outlines some of the key elements of the role, which allow this role to be evaluated within the University's structure. It provides an overview of what is expected from the post holder in the day-to-day operation of the role.

Planning and Organising

- The post holder will develop and maintain a strategy of engagement for the Faculty of Health and Medical Sciences, identifying objectives and approaches for delivery.
- The post holder will pro-actively develop and co-ordinate action plans designed to deliver the overarching strategy including the establishment of the targets and milestones necessary to ensure delivery.
- The post holder will maintain an understanding of the Health and Medical Sciences sector itself and will be responsible for horizon scanning to identify changes in the environment which may impact on strategy and to identify appropriate opportunities.
- An ability to rapidly understand the perspectives of external organisations is fundamental to the role.
- To deliver the strategy, the post holder will be responsible for building strong links with academic colleagues in particular Heads of Schools using a supportive and facilitative approach. Academics are typically the primary means of delivering unique value to partners.
- The post holder needs to be able to prioritise activities and plan their work often based on externally imposed hard deadlines.

Problem Solving and Decision Making

- The post holder will be expected to take decisions on how best to promote the Faculty and University's strategic objectives and achievements with key partners and to creatively develop the partnership in constructive and mutually beneficial ways.
- The post-holder will need to apply strategic judgment to their work taking into account wider university activities (including the work of other partnership managers) and the sometimes-conflicting priorities and interests of partner organisations and other teams within the University.
- Within the framework of University policies, processes and levels of delegation, the post holder will be expected to operate with autonomy - owning decisions on how best to develop new partnerships and to showcase the University's research achievements with key partners.
- The role may frequently involve being part of rapid decision making and re-deployment of key resources to engage with major initiatives. The ability to maintain a complex web of internal and external relationships is a major part of the role.
- The post holder will need strong analytical skills for example when considering internal capabilities, assessing funding opportunities and developing options to further the engagement strategy.
- The role requires influencing skills such as the need to tailor content and communication to the audience and to be able to adapt as situations change within negotiations and/or workshops.

Continuous Improvement

- The post holder will be expected to identify opportunities for improving the University's engagement processes and approaches to relationship management. Based on their knowledge and experience they should aim to identify best practice in the organisations with whom they interact and then share that with colleagues.
- They will be expected to continually build and update their networks and contacts in the Health and Medical Sciences and related sectors
- On a personal level, they will be expected and encouraged to consistently strive for improvement in their skill set and will be supported to do so through appropriate channels.

Accountability

- The post holder is expected to contribute to building the University's brand and reputation by ensuring that all partners have a genuine, authentic and positive impression of the University. The majority of interactions will occur at a senior level within the partner company and the post-holder's dealings must reflect values of honesty and integrity at all times, including when 'bad news' needs to be communicated.
- The post holder will take ownership for the delivery of specific targets, milestones, opportunities and initiatives within their portfolio and for seeing them through to an ultimate outcome, either by their own direct efforts or by overseeing delivery in collaboration with other parts of the organisation.
- The post holder will be responsible for building a portfolio of relationships within the Faculty of Health and Medical Sciences and in the relevant sectors,

- The following metrics represent the key performance indicators:
 - % increase in industry research income
 - % increase in number of industrial partners
 - Reputational gain for the University and its partners.

Dimensions of the role

- The University has developed a strategy covering the period to 2041 with ambitious targets for growing the University's research and innovation portfolio. Partnerships with business and other external organisations is critical in enabling those ambitions to be achieved. Health and Medical Sciences form an important component in a number of the University's research priorities.
- The University is comprised of three faculties: each overseen and managed by a PVC/Executive Dean and supported by an Associate Dean (Research and Innovation). Health and Medical Sciences sector will span all three faculties.
- The University has approx. 650 research staff. The post holder is likely to have direct contact with academic staff, in particular Heads of Schools, Theme Champions, research directors, Associate Deans (Research and Innovation) during any given period through development of strategy, delivery plans and bid applications.
- The UK Government's funding strategy for research and innovation will shape many, but not all, of the opportunities available. In this respect, the Innovation Strategy, Life Science Vision, and Build Back Better represent an important framework within which the post holder will need to work.
- The University's specific research and innovation priorities will change over time and in response to the funding opportunities available and flexibility will therefore be a necessary requirement of the post holder.
- The role requires strong, confident and pro-active oral and written communication skills to deal credibly with both senior clients and senior academic colleagues across a range of University departments.

Supplementary Information

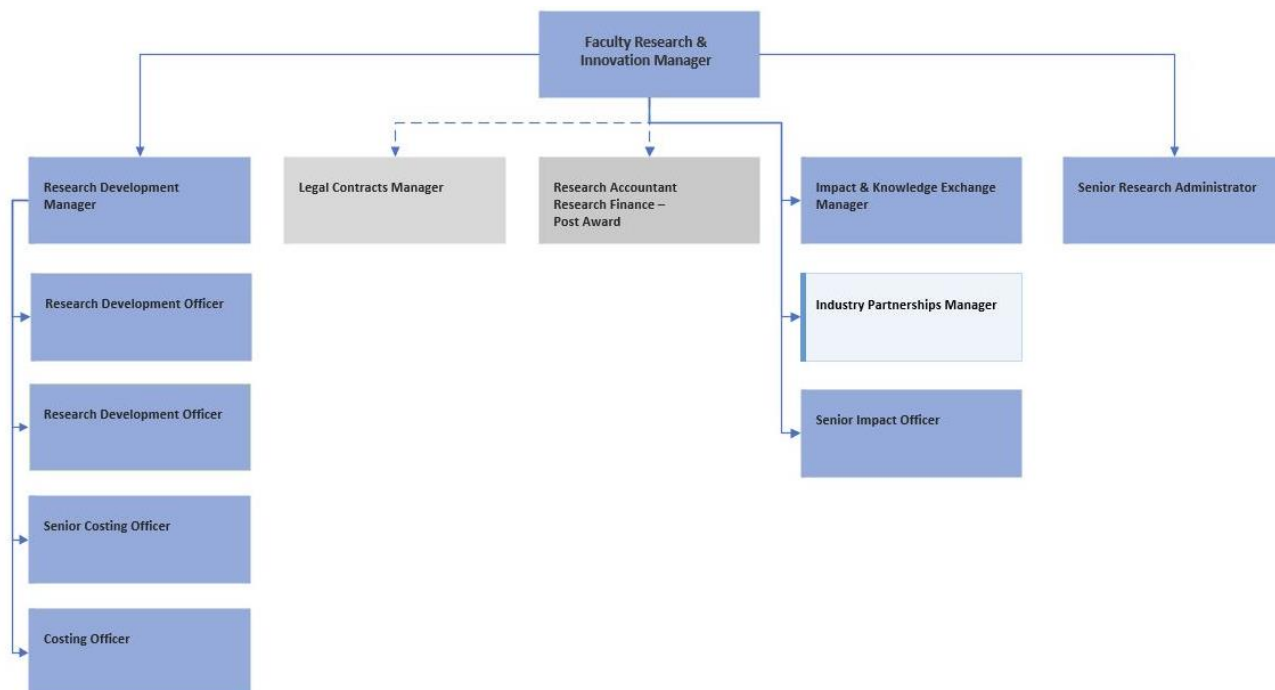
UKRI and Innovate UK are working alongside a multitude of stakeholders to develop initiatives which will increasingly affect future funding streams, and strong strategic partnership activity at Surrey is key to our ability to attract funding from such initiatives.

Person Specification This section describes the sum total of knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role.

Qualifications and Professional Memberships		
Professionally qualified with a relevant degree/postgraduate qualification, plus significant relevant managerial/leadership experience, or substantial experience and proven success in a strategically important specialist area, OR Extensive vocational and strategic management and leadership experience demonstrating professional development through involvement in a series of progressively more demanding and influential roles.		E
Membership of a professional body e.g. IOD, or Healthcare body		D
Technical Competencies (Experience and Knowledge) This section contains the level of competency required to carry out the role	Essential/Desirable	Level 1-3
Experience of Corporate Account Management/Relationship Management in a UK &/or international environment	E	3
Experience of working with the Health and Medical Sciences sector	E	3
Experience of building collaborations that contribute to growing income	D	2
Experience of working on tenders/contracts	E	2
Experience of negotiating at a senior level	E	2
Project Management skills	E	2
Experience of financial forecasting	D	2

Special Requirements:	Essential/ Desirable
The post-holder will be required to work outside normal start and finish times on occasion. The Faculty operates a hybrid working model, with the expectation that a minimum of 3 days will be worked on site.	E
The post-holder will be required to attend events and meetings held off University premises and attend over-night stays as and when required.	E
Core Competences This section contains the level of competency required to carry out this role. (Please refer to the competency framework for clarification where needed). n/a (not applicable) should be placed, where the competency is not a requirement of the grade.	Level 1-3
Communication Adaptability/flexibility Customer/client service and support Planning and organising Continuous improvement Problem solving and decision-making skills Managing and developing performance Creative and analytical thinking Influencing, persuasion and negotiation skills Strategic thinking Leadership	3 3 3 3 3 3 N/A 2 2 2 2
This Job Purpose reflects the core activities of the post. As the Department/Faculty and the post holder develop, there will, inevitably, be some changes to the duties for which the post holder is responsible, and possibly to the emphasis of the post itself. The University expects that the post holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training where necessary. Should significant changes to the Job Purpose become necessary, the post holder will be consulted and the changes reflected in a revised Job Purpose.	
Organisational/Departmental Information & Key Relationships	
<u>Background Information</u> Collaboration is one of the University of Surrey's major strengths and values. As a result, the University has become a key driver of economic growth with strong collaborative links with other academic institutions, public sector research establishments and major industry partners. The Partnerships team at the University of Surrey has a remit to: • Manage the strategy for growing institutional resources through the development of strategic partnerships • Lead engagement with national and regional governments, civic organisations and communities • Lead or play a key role in current and future major University projects The Partnerships team is focussed on the growth of industrial, research organisation and government partnerships, as well as international business and governmental engagement.	

Department Structure Chart



Relationships

Internal

- PVC/Executive Dean
- Faculty of Health and Medical Sciences academic and professional services staff
- Technology Transfer Office
- The Surrey Research Park management team
- University Research and Innovation Support staff
- The Alumni and Advancement team
- Surrey Business School
- Advancement
- SETsquared staff
- SETsquared member companies

External

- Business leaders
- Industry Bodies
- NHS
- Funders
- National and local Government
- Local Enterprise Partnerships (LEPs)
- Charities