

Post Details		Last Updated: 13/11/2024	
Faculty/Administrative/Service Department	Centre for Environment & Sustainability (CES) - within Faculty of Engineering and Physical Sciences.		
Job Title	PDS Partnership Development Officer (0.5 FTE)		
Job Family	Professional Services	Job Level	3
Responsible to	PDS Director		
<p><u>Job Purpose Statement</u></p> <p>The PDS Partnership Development Officer will lead and develop commercial partnerships to support the advancement of the Practitioner Doctorate Student Programme (PDS), to maximise funding opportunities for its support and development.</p> <p>The post will develop new corporate partnerships for the Practitioner Doctorate Student Programme (PDS), enabling sponsor organisations to onboard a PDS student or realise the programme for an internal development opportunity in their organisation. The postholder will help support the development of the PDS project, realising the needs of the sponsor organisation and find appropriate academic support within the University of Surrey. The post holder will act as a key relationship manager for sponsor organisations throughout the duration of their PhD (3-4 years).</p> <p>The postholder will also establish, build and maintain strong working relationships within relevant University groups (CES, IfS, FEPS), as well as external networks to develop these opportunities (such as academic conferences, trade shows etc.). And will work closely with the PDS Development and Administration Officer to fully deliver the PDS programme, ensuring high student and sponsor satisfaction.</p>			
<p><u>Key Responsibilities</u></p> <ol style="list-style-type: none"> 1. To act as a key relationship manager for potential / current organisations linked to PDS, the Centre for Environment & Sustainability, as well as the wider University. 2. To develop new leads with potential organisation sponsors. 3. To manage new employer enquiries within PDS. 4. Represent the PDS programme at relevant internal University and external business conferences. 5. To provide regular reporting to the Head of PDS on lead generation, conversion rate etc. <p>N.B. The above list is not exhaustive.</p>			
<p>All staff are expected to:</p> <ul style="list-style-type: none"> • 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 our 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 such other duties within the scope of the post as may be requested by your Manager. • Work supportively with colleagues, operating in a collegiate manner at all times. <p>Help maintain a safe working environment by:</p> <ul style="list-style-type: none"> • 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. 			
<p><u>Elements of the Role</u></p>			

Planning and Organising

- The post holder will develop and implement plans to engage with external funding for the PDS programme.
- The post holder can consider the best course of action in developing projects.

Problem Solving and Decision Making

- The post holder is expected to exercise personal initiative and sound analysis to identify and put forward suggestions to support the faculty to achieve its strategic objectives.
- They are required to define a problem or issue and will be required to apply analytical, interpretative and constructive thinking in finding solutions.
- As the role is heavily dependent on building successful relationships, the post holder will be required to influence decision makers and have high level communication skills.

Continuous Improvement

- Continue to develop corporate relationships by maintaining a high quality of service, and range of engagement activities, aimed at expanding the nature and frequency of contact and activities.
- The post holder is expected to suggest innovative improvements.

Accountability

- There is scope for the post holder to apply judgement and initiative when managing their workload, including any medium and long-term priorities and when responding to any conflicting demands. Answers to challenges faced will normally be identified from previous experience.
- The post holder will be the first point of contact for potential/current organisation sponsors and therefore the reputation of the school and the development of effective relationships will have a significant impact.
- The post holder has responsibility for developing opportunities and achieving specific targets set for the PDS programme.

Supplementary Information

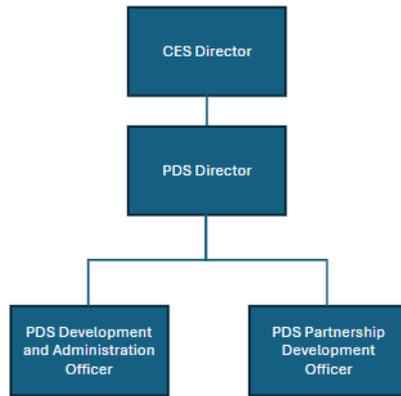
- The post holder will need to be highly opportunistic and to take initiatives on their own when the situation demands it and have a talent for developing and maintaining interest from external parties in PDS students.

Person Specification

Qualifications and Professional Memberships		
Professionally qualified with a relevant degree/postgraduate qualification, with significant relevant experience. OR Substantial vocational experience, demonstrating professional development through involvement in a series of progressively more demanding and influential work/roles, supported by evidence of significant development of appropriate specialist knowledge.		E
Technical Competencies (Experience and Knowledge)	Essential/ Desirable	Level 1-3
Sales experience, in the UK and/or internationally	E	3
Experience working with external stakeholders – relationship and expectation management, professional communications etc.	E	3
Experience of managing small budgets	E	2
Knowledge of and experience in the industrial, business and/or policy sectors relevant to the PDS programme	D	n/a
An interest in and passion for Sustainability	D	n/a
An understanding of higher education, the University of Surrey, its mission and its need for external funding.	D	n/a
Experience of an institution which is both international and complex.	D	n/a

Special Requirements:	Essential/ Desirable
On rare occasions out of office work and weekend work may be required	E
Core Competencies	Level 1-3
Communication	3
Adaptability / Flexibility	3
Customer/Client service and support	3
Planning and Organising	3
Continuous Improvement	2
Problem Solving and Decision Making Skills	2
Managing and Developing Performance	1
Creative and Analytical Thinking	3
Influencing, Persuasion and Negotiation Skills	3
Strategic Thinking & Leadership	2
Organisational/Departmental Information & Key Relationships	
<p><u>Background Information</u></p> <p>The University of Surrey is a research-led university and one of its key research foci is environment and sustainability. This has impact on both engineering and science research, as well as requiring insights from social sciences. With support from relevant research groups across all Faculties in the University, the multidisciplinary Centre for Environment and Sustainability (CES), hosts the industrial doctorate programme: Practitioner Doctorate in Sustainability (PDS). The PDS programme was launched in 2015 and recruited its first intake of students (or "Doctoral Practitioners" (DPs)) in June of that year. There is currently an intake of approximately five new active projects per annum (normally in late-Sept). The PDS is a 'first-of-its-kind' model that makes use of external-funding from external partners to support postgraduate research studies in which the bulk of the research is conducted in the external host organisations in very close academic association with CES. It offers a unique experience and support for the research students and partners and a range of flexible options, such as varying lengths of project, employee opportunities, and doctoral qualification (EngD or PhD). The PDS programme is overseen by an Academic Programme Director and is validated by the University. It is the result of 30 years of experience of applied sustainability research in CES and is a core programme of the University of Surrey's sustainability research and its implementation.</p>	

Department Structure Chart



Relationships

Internal

- PDS Director and students
- Academic and administrative staff in CES (and other departments involved with the PDS programme)
- CES Administrator and other central administration teams (e.g. Admissions, Assessments, Student Services)
- Faculty Finance Manager, Studentships (Finance) Team, Doctoral College, Marketing Team, Research and Enterprise Support, Contracts and Legal Team, Hospitality and Conferences Team, Quality Assurance Team, Researcher Development Team, Human Resources

External

- Sponsor organisations for PDS and CES
- New leads
- PDS Advisory Board
- PDS External examiners
- External training providers
- National groups (e.g. UKRI, Professional Institutions, etc)