

Person Specification

Job Title Place, Partnerships and Growth Manager

Faculty/Directorate Place, Partnerships and Growth Unit

Grade: G

Role profile: SMG2

Full time

Area of responsibility	Requirements	Essential or desirable		*Method of assessment			
				A	I	T	D
Qualifications & Training	Degree or equivalent relevant professional experience.	Essential		X			X
	Postgraduate or professional qualification in partnerships, management, policy, place, business, education, public administration or related field.		Desirable	X			X
Previous Work Experience	Significant experience of developing and managing complex external partnerships across civic, public, community, education, employer or sector environments.	Essential		X	X		
	Experience of working across a matrix organisation and influencing colleagues without direct authority	Essential		X	X		
	Experience of managing people, projects, delivery plans and performance reporting	Essential		X	X		
	Experience of civic engagement, place-based strategy, skills, employer engagement, lifelong learning or higher education partnerships.		Desirable	X	X		
Specific Knowledge/Skills /Abilities/ Motivation/ Attitude Required	Strong understanding of place-based partnership working, civic systems, skills ecosystems and external stakeholder environments	Essential		X	X		
	Ability to turn external intelligence into practical insight, briefings, opportunities and delivery priorities.	Essential		X	X		
	Excellent relationship management, communication, influencing and stakeholder engagement skills.	Essential		X	X		

Area of responsibility	Requirements	Essential or desirable		*Method of assessment			
				A	I	T	D
	Commercial awareness and ability to identify strategic growth opportunities while respecting role boundaries with Business Development.	Essential		X	X		
	Strong planning, organisational, reporting and written communication skills.	Essential		X	X		
	Understanding of higher education, apprenticeships, HTQs, professional learning, research, innovation or work-integrated learning.	Desirable		X	X		
Additional Requirements	Willingness and ability to travel locally and, where required, to London or regional partner locations.	Essential			X		
Our Values and Behaviours at DMU – manager							
Collaborative	Foster team collaboration and the exchange of best practices, establish clear and ambitious goals, develop work plans focused on achieving outcomes, and identify and nurture individual strengths to support development	Essential			X		
Compassionate	Offer honest and constructive feedback, cultivate a secure and open workplace, make difficult decisions with credibility, and act with integrity and transparency	Essential			X		
Creative	Cultivate an environment that promotes questioning and idea sharing, minimises bureaucratic hurdles, encourages open dialogue about mistakes, and engages the teams in ongoing service improvement.	Essential			X		
Community-minded	Encourage diverse viewpoints, swiftly address conflicts and inappropriate behaviours, and nurture a culture of mutual respect.	Essential			X		

***A = Application Form; I = Interview; T = Test; D = Documentary Evidence**

Job Description

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	Duties of the role
Overall purpose of the role	The Head of Place, Partnerships and Growth leads the operational delivery of the University's external ecosystem, place, partnership and intelligence function. The role is responsible for translating the University's strategic priorities for skills, partnerships, lifelong learning, civic engagement and growth into a coordinated programme of activity across Leicester, Leicestershire and DMU's London footprint. The postholder will lead the Place, Partnerships and Growth Unit, ensuring that DMU is connected to the organisations, networks and policy environments that shape future skills, partnership and growth opportunities. The role will build the partnership infrastructure, civic relationships and intelligence base that enable Business Development, Higher Technical Education and Professional Skills, Faculties, Research and Innovation and Careers and Employability to create educational, commercial, civic and social value. The role is not primarily a sales or commercial conversion post. It requires commercial awareness and the ability to identify growth opportunities, but the postholder's core accountability is ecosystem development, partnership stewardship, internal brokerage, civic and community leadership, external intelligence and operational delivery of the Unit's workplan.
Main duties and responsibilities	Strategic and operational leadership • Lead the operational development and delivery of the Place, Partnerships and Growth Unit. • Translate the University's strategy and Skills, Partnerships and Lifelong Learning priorities into a clear annual delivery plan for the Unit. • Support the Principal Partnerships Officer in delivering the University's strategic partnership, place and external intelligence agenda. • Develop a coherent operating model for place, partnerships, growth, intelligence and civic engagement. • Ensure the Unit works as an enabling function that supports Faculties and professional services rather than duplicating their activity. • Monitor and control the Civic and Community budget to ensure that annual targets are met and performance is evaluated.

	Duties of the role
	Place, civic and community leadership • Lead the University's structured approach to civic and community engagement across Leicester, Leicestershire and, proportionately, London. • Oversee delivery of the Community Action Network, From Campus to Community, flagship community events and social impact reporting. • Ensure community and civic activity is connected to student experience, skills development, employability, social justice and place-based impact. • Develop and maintain effective relationships with community organisations, local authorities, schools, colleges, public bodies, cultural partners and voluntary sector organisations. • Support the University's contribution to inclusive growth, community wellbeing, public policy and regional collaboration. Strategic partnerships and ecosystem development • Maintain and strengthen a structured portfolio of strategic, civic, community, employer, education and public sector partnerships. • Support clear segmentation of the partnership portfolio by purpose, value, geography, sector, activity level and strategic potential. • Identify future partnership and growth opportunities that align with University priorities, external demand and place-based need. • Develop routes for external partners to engage effectively with the University through a coordinated 'One DMU' approach. • Work with Business Development colleagues where strategic partnerships create potential commercial, employer or workforce development opportunities. External intelligence and growth • Lead the development of place-based intelligence, horizon scanning and policy insight to inform University decision-making. • Ensure intelligence from LSIPs, Skills England, local government, Combined Authority developments, employers, civic partners and community organisations is captured and shared appropriately. • Produce or coordinate regular intelligence outputs, including briefings, partner insight summaries and an annual State of Place report. • Identify opportunities for progression pathways, collaborative funding, skills development, professional learning, civic impact and institutional growth. • Support evidence-informed planning across the University by connecting external intelligence to internal priorities. Internal brokerage and matrix working • Work closely with Business Development, Higher Technical Education and Professional Skills, Faculties, Research and Innovation, Careers and Employability, Marketing, Alumni and London campus colleagues. • Ensure external partners and opportunities are routed to the right internal owners and followed up appropriately.

	Duties of the role
	• Support internal coordination so that employer, civic and community relationships are not duplicated or fragmented. • Contribute to governance groups linked to Skills, Partnerships and Lifelong Learning, portfolio development, partner intelligence and social impact. • Support the development of simple RACI arrangements, CRM expectations and reporting processes for the Unit. Leadership, management and performance • Line manage and develop the Place and Partnerships Officers and Partnerships and Projects Officer. • Set objectives, monitor delivery and ensure the team works to agreed priorities, standards and timelines. • Develop performance measures, dashboards and reporting for partnership activity, community impact, intelligence outputs and growth opportunities. • Manage risk, resource and delivery issues within the Unit, escalating appropriately to the Principal Partnerships Officer. • Contribute to a culture of collaboration, professionalism, external focus, commercial awareness and continuous improvement. General • Represent the University externally with partners, networks, local and regional bodies, community organisations and sector stakeholders. • Prepare briefings, reports, proposals and presentations for senior colleagues as required. • Deputise for the Principal Partnerships Officer where appropriate and agreed. • Carry out any other duties commensurate with the grade as reasonably required. • Treat all staff, students, partners, contractors and visitors with dignity and respect and comply with University policies on equality, diversity, inclusion, health and safety and environmental sustainability. Key relationships • Principal Partnerships Officer • PVC Skills and Extended Learning • Head of Business Development and Commercial Partnerships • Head of Higher Technical Education and Professional Skills • Faculty Deans, Associate Deans, Heads of School and academic leads • Research and Innovation, Careers and Employability, Alumni, Marketing and Recruitment, Strategic Planning and London campus colleagues • Local authorities, Combined Authority / regional partners, schools, colleges, public sector bodies, community organisations, employers, cultural organisations and sector networks

	Duties of the role
	Values Role model and act in accordance with the University's Leadership and Management Standards and Behaviours framework aligned to DMU values: • Collaborative - encourage my team to collaborate and share best practices, set clear and aspirational goals, create outcome-focused work plans, and recognise strengths and support development. • Compassionate - provide honest and constructive feedback, foster a safe and open work environment, deliver difficult decisions with credibility, and act with integrity and transparency. • Creative - create an environment that encourages questioning and idea sharing, minimises bureaucracy, facilitates open discussions about mistakes, and involves teams in continuous service improvement. • Community minded - encourage diverse perspectives, promptly address conflicts and inappropriate behaviours, and foster a culture of mutual respect. Treat all DMU staff, students, contractors and visitors with dignity and respect. Provide a service that complies with the Equality Act 2010, eliminating unlawful discrimination, advancing equality of opportunity and fostering good relations with particular attention to the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief (or none), sex and sexual orientation. All members of staff are responsible for their contribution to improved environmental performance and in reducing greenhouse gas emissions at DMU. It is therefore required that all members of staff are aware of how the Environmental Policy relates to their own role at the University. Staff conduct must reflect the values inherent in the Environmental Policy and where required staff must cooperate with environmental compliance and conformance requirements to help minimise our emissions to air, water and land. The postholder should have a positive attitude towards health and safety, and be aware of and comply with all health and safety policies for the university, as applicable. There will be a requirement to complete all mandatory health and safety training as deemed to be relevant for the position held. The postholder is expected to help maintain a safe working environment for staff, students and visitors by working closely with the local safety coordinator as required. Any accidents or dangerous incidents must be reported promptly through the university's reporting system.