

**Collaboration Manager – Further Particulars  
October 2014**

**COLLABORATION BETWEEN THE UNIVERSITIES OF NOTTINGHAM AND BIRMINGHAM**

In February 2011 the Vice-Chancellors of the two universities signed a landmark collaboration agreement. This innovative partnership is intended to build on the complementary strengths of the two universities and it has already enabled us to secure multi-million pound research income, explore new international markets and develop new research collaborations.

Some of the distinctive features of the partnership include the potential breadth of collaborative areas, the depth of commitment and wide scope it allows staff to work together. The framework for collaboration sets out the areas in which the universities have been working in partnership:

- joint appointments
- teaching, learning and student experience
- research initiatives
- international opportunities, including emerging markets and student mobility
- business engagement and knowledge transfer
- management and administration.

A Framework Monitoring Group meets regularly to review progress in these different elements of the collaboration. The executive teams meet regularly too including at periodic away days to consider further major collaborative opportunities. Individual members of University of Nottingham Executive Board maintain regular contact with their counterparts at Birmingham.

**Research, Business Engagement and Knowledge Transfer**

The wide range of research activities have built on existing collaborations – including involvement in the Midlands Physics Alliance, the Manufacturing Technology Centre, and the Midlands Energy Consortium – as well as arising from new partnerships.

The two universities were awarded several million pounds in research funding by the Medical Research Council (MRC) and Arthritis Research UK to jointly explore ways to reduce the pain and disability caused by ageing. We are also working together on a number of high-profile collaborations in areas such as liver and gastro-intestinal research which was explored, along with other potential areas for partnership, at a recent joint Medical Faculties away day.

In 2012 the universities launched a new £400,000 fund to support new joint projects. The money is helping to deliver new scientific breakthroughs and innovations as well as supporting a range of other initiatives, such as developing new approaches to teaching at the two universities.

Nottingham and Birmingham are also formal partners in three large Research Council-supported Doctoral Training Centres.

The universities are founding partners in the Manufacturing Technology Centre at Anstey. The MTC is now fully operational and is performing well against government funding targets.

## **Teaching and Learning and the Student Experience**

Discussions are underway about options for sharing of academic resources in several subject areas. Joint work is being undertaken on modelling the potential impact of moving to a Grade Point Average (GPA) as a replacement for degree classification and both universities continue to play an active part in the national discussions on this topic.

The universities continue to work successfully as part of the Midlands Physics Alliance Graduate School (where other partners are involved) and separately from this are considering a range of possible joint Masters degree courses.

## **International**

From the outset, a key focus for the two universities was exploring emerging markets and we have made significant inroads into Brazil over the last 12 months. This includes a £480,000 fund for research projects between the Universities of Birmingham and/or Nottingham and Brazilian institutions in São Paulo State, and a scheme with the Brazilian funding council which will see 20 PhD scholarships for Brazilian students across the two universities. Brazil has also seen the first joint appointment of a new in-country officer.

Both universities are also looking at offering greater opportunities for students to spend time between their UK campuses and Nottingham's campuses in Asia.

## **Management and administration**

A number of joint projects, which aim to enhance collaborative working and share best practice amongst the professional and administrative teams at the two universities, have also been developed. These include collaborations on the benchmarking of Services, space efficiency modelling and procurement and discussions in the areas of IT and Library services.

Two Joint Innovation Sandpits have taken place in the last two years with over 50 participants from different parts of Professional Services at both universities and a mix of grades and a group of projects were identified which are under way.

Further information on Professional Services in each university can be found at:

<http://www.birmingham.ac.uk/university/professional/index.aspx>

<http://www.nottingham.ac.uk/departments/professionalservicedepartments.aspx>

Post Title and Post Number	Collaboration Manager - 53453
Full Time/Part Time	Full time
Duration	Fixed term secondment for two years
Post is open to:	Internal candidates only
Grade	Grade 9
Salary	Starting salary is normally in the range £47,328 to £54,841. With potential progression once in post to £71,509 a year.
Terms and Conditions	<a href="#">Administrative and Other Related</a>
Closing Date	20 October 2014

The post-holder will remain in the employment of their current institution and as it is a joint appointment between the two universities will be expected to split their time broadly evenly between UoB and UoN.

#### **The Purpose of the Role:**

This is a management position and is particularly suitable for someone seeking to develop a successful career in Higher Education (HE) management. It is an excellent opportunity to work closely with senior managers at both the University of Nottingham and the University of Birmingham in supporting the development and delivery of this unique HE partnership.

The post of Collaboration Manager supports leaders at the University of Birmingham and the University of Nottingham in a range of work relating to the collaboration between the two institutions, including: developing concepts and managing them through to implementation, complex project management, undertaking significant research activity, policy development and support, preparing briefings and presentations, paper writing and committee work.

#### **Main Responsibilities:**

1.	Responsible for the delivery of significant joint Birmingham/Nottingham initiatives and enable the various aspects of the collaboration to be delivered more effectively. This will include members of both Executives who are taking forward particular strands of work (e.g. PVCs), co-ordinating activity with colleagues in Professional Services.
2.	Provide support for external Nottingham/Birmingham collaborative activities of the Vice-Chancellors, Pro-Vice-Chancellors and Registrars.
3.	Contribute to communications activity to support the partnership, working with the relevant colleagues at both universities.
4.	Produce speeches, papers, reports, briefings and management information relating to the partnership for a range of internal and external audiences to the highest intellectual standards.
5.	Manage multiple, complex projects, often involving co-ordinating others from across the Universities and beyond. This includes: <ul style="list-style-type: none"> <li>➤ Monitoring and follow up of the projects funded through the £400k Joint Collaborative Fund.</li> <li>➤ Managing arrangements for regular joint Executive meetings and away days.</li> <li>➤ Design and support of innovation sandpits for professional services.</li> <li>➤ Supporting and co-ordinating preparations for forthcoming collaborative missions to Brazil.</li> </ul>
6.	Undertaking research, analysing data and producing reports to support effective decision making in relation to the collaboration.

7.	Providing support for a range of joint Birmingham/Nottingham Committees, Working Groups and Management meetings.
8.	Other duties as determined by the Registrar and Secretary at UoB and the Registrar at UoN.

### **Knowledge, Skills, Qualifications & Experience:**

#### **Qualifications/ Education**

- A good first degree (First or Upper Second or equivalent). A postgraduate qualification is desirable.

#### **Skills/Training**

- A sound understanding of HE policy, issues and management.
- High level of motivation, flexibility, resourcefulness and ability to take a concept through to successful implementation.
- Excellent administrative and organisational abilities.
- Proven ability to manage multiple projects and tasks using own initiative with minimum direction.
- The ability to complete tasks based on only broad direction and with minimum supervision.
- Outstanding writing skills and the ability to write high quality papers, speeches, reports, briefings and presentations to executive board level, in an appropriate style, to a high standard and tuned to a range of internal and external audiences.
- Ability to exercise discretion regarding the handling and management of sensitive information.
- IT skills enabling the manipulation of data and production of high quality material.
- Good team worker with excellent networking skills, and the ability to work effectively with staff at different levels of the organisation.
- Strong intellectual ability and confidence and the ability to apply this to management tasks and written material.
- A high degree of initiative, personal judgement, and a self-motivating approach.
- Resilience and willingness to meet challenging demands, working to different people, deadlines and within budget.
- Demonstrable excellent presentation and interpersonal skills, including tact and diplomacy. The post-holder must inspire confidence and command authority with a range of colleagues including senior academic colleagues, senior University managers, and external contacts.
- The ability to operate within a University environment and the potential and ambition to develop as a successful HE manager and leader.
- Ability to challenge the status quo, pro-actively offering constructive suggestions.

## **Experience**

- Extensive relevant professional experience in a complex organisation.
- Proven experience of writing high quality papers, speeches, reports, briefings and presentations for Senior management.
- Highly developed research skills and experience of producing and analysing complex source material, information and data and turning these into purposeful reports that influence policy and assist decision making.
- Demonstrable experience of managing a range of complex projects and tasks simultaneously.
- Experience of servicing Committees and Working Groups to an excellent standard
- Experience of dealing with and influencing senior management, and gaining their respect.

## **Capabilities**

- Demonstrates understanding of the factors in HE impacting on the University and applies this to own work.
- Analyses complex information, identifies problems, gaps and conflicts in data impacting on the University.
- Demonstrates understanding of how the Universities operate and a sensitivity to their political and organisational priorities, and applies this to own work.
- Uses a range of communication skills and strategies to gain commitment to action or change.
- Expresses complex ideas coherently through a variety of media (especially in written form) and to a range of audiences.
- Displays awareness of own impact and tact and diplomacy.
- Demonstrates collaborative working, builds open, trusting and effective partnerships.
- Promotes knowledge sharing, assistance to others and constructive challenge as appropriate.
- Actively manages programmes of work and budgets to achieve quality standards and targets.
- Ensures priorities are balanced, taking appropriate action to keep things on track.

## Decision Making

### **i) taken independently by the role holder;**

Which issues to deal with independently and which issues to refer to the Registrar and Secretary at UoB and the Registrar at UoN, and when.  
Active management of actions and agreed responsibilities of UoB and UoN senior managers as agreed in collaborative meetings.  
Prioritisation and management of own workload  
Policy setting and service standard management.  
Budget management and authorisation of expenditure as appropriate; year-end procedures.

### **ii) taken in collaboration with others;**

Issues involving the media (with Communications staff at UoB and UoN  
Ensure collaborative projects are progressed and deadlines are met.  
Deadlines and updates of tasks and projects being undertaken by UoB and UoN Executive members and other members of the Universities.  
Collaborative plans (Registrar and Secretary at UoB and the Registrar at UoN.).

### **iii) referred to the appropriate line manager by the role holder.**

Potentially damaging or controversial issues for the Universities (Registrar and Secretary at UoB and the Registrar at UoN).

Own performance goals (with Registrar and Secretary at UoB and the Registrar at UoN).

## Scope of the Role

The impact of the role is significant. The individual works closely with the Registrar and Secretary at UoB and the Registrar at UoN. The person appointed also works very closely with all members of the Universities' Executive bodies. This consequentially high level of knowledge of senior managers' activities necessitates a high degree of discretion. The extent of the role holder's executive authority also requires tact and discretion.

There is a significant degree of independent action and judgement required in determining the right course of action in any one case. This requires a significant degree of experience and knowledge of the Universities and strong familiarity with University systems and processes as well as of senior managers.

## Additional Information

This is unique cross-institutional role which will entail close working with senior staff at both universities.