

**University of Derby Job Description**

# **Job Summary**

## **Job Title**

Knowledge Exchange Manager

## **College/Department**

University Research and Knowledge Exchange Office

## **Location**

Kedleston Road, Derby

## **Job Reference Number**

0615-21

## **Salary**

£38,034 to £51,430 per annum

## **Reports To**

Head of Research and Innovation Services

## **Line Management Responsibility**

No

# **Job Description and Person Specification**

## **Role Summary**

Work as part of the University Research and Knowledge Exchange office (URKEO) to strengthen and grow Knowledge Exchange (KE) activity across the University. To enable and support academics to develop collaborative partnerships with relevant non-academic partners. To identify income generation opportunities, which may include consultancy, contract research, collaborative research and development, private/public sector tender opportunities to maximise our impact for local and national partners.

## **Principal Accountabilities**

1. Working to deliver key strategies and initiatives pursuant to the role. For example, the Innovation and Research Strategy (2020-2026).
2. Understand the opportunities and sectors aligned to the University of Derby’s Academic Themes, converting into clear plans for engagement and growth of new opportunities.
3. Increase the number of collaborative Research and Development grants being delivered by the University of Derby in partnership with industry. With a particular focus on Knowledge Transfer Partnerships (KTPs) your role will be to promote suitable funding options to the business community and work closely with the University's research and innovation structures to deliver growth.
4. Support colleagues in Colleges to identify and liaise with potential clients across the public, private and third sector. Taking a multidisciplinary approach to engage Institutes and Centres to achieve an increase in the level of the University's knowledge exchange activities.
5. Deputise for the Head of Research and Innovation Services as required.
6. Work dynamically within collaborative teams to lead/support the preparation of grant applications relating to collaborative research and innovation activities.
7. Support the development of contractual agreements for the successful management of approved projects.
8. Be responsible for the overall management, monitoring, evaluating and closure of a project portfolio.
9. Support the creation of new revenue streams through identification of commercial opportunities, including liaison with the Intellectual Property and Commercialisation Manager to ensure the best protection and exploitation of intellectual property.
10. Promote the University's activities in support of income generation, academic enterprise, innovation and applied research when working internally and externally
11. Maintain close links with strategic business groups such as sector-based alliances.
12. Co-ordinate the University's engagement and participation in regional and national award schemes that will raise the profile of the University both within the Higher Education sector and to industry.
13. Work with colleagues in marketing and press to develop materials suitable for internal and external promotion of the achievement and activities of the University in relation to knowledge exchange and innovation.
14. Promote knowledge exchange and appropriate funding schemes to work with industry and their benefits to relevant academic and support staff across the University by participating in appropriate activities.
15. Play an active role in staff development to support capacity building in the area of knowledge exchange.
16. Take a pro-active role in the development, preparation and submission of bids, grant applications and competitive tenders across a range of income generating activities. With an entrepreneurial mind set seeking out new opportunities for the university,
17. Provide a holistic approach to collaboration and partnership management, assessing needs and opportunities and creating propositions, which integrate solutions across the full business engagement portfolio including student engagement, apprenticeships, research, innovation, knowledge exchange and continuous education.
18. Attendance at meetings and document writing as appropriate to drive delivery of plans and income targets.

## **Person Specification**

### **Essential Criteria**

#### **Qualifications**

* Relevant first degree (or equivalent qualification) or comparable knowledge gained through professional experience

#### **Experience**

* Proven experience within the collaborative R&D funding landscape, including the role of organisations such as the UKRI and Innovate UK, and schemes such as Knowledge Transfer Partnerships (KTP)
* Proven experience of working with a range of private and public sector employers
* Experience of writing successful funding proposals, for example public sector funding, commercial proposals, tenders and research bids
* Experience of working in the Higher Education sector
* Experience of creating and sustaining new revenue streams, such as consultancy and commercial use of specialist higher education equipment and facilities
* Experience of costing/pricing commercial projects

#### **Skills, knowledge & abilities**

* Ability to make an inspirational and innovative contribution to the Knowledge Exchange agenda at University of Derby
* Ability to work effectively as part of a cross University team and with a variety of internal and external stakeholders
* Excellent communication skills including writing reports, making presentations and negotiating with customers
* Highly organised, excellent time management and organisational skills, attention to detail
* Well-developed ICT skills particularly MS Office applications
* Excellent relationship builder
* Ability to engage and influence at all levels of an organisation
* Appreciation of the Intellectual property ownership and rights
* Commercial awareness and ability to develop proposals based upon the ability to evaluate and communicate a range of benefits to the institution and the client

#### **Business requirements**

* Willingness to work flexibly and be responsive to business needs and customer expectations (i.e. working some evenings and weekends, as required, with prior notice)
* Willingness to be available to travel between University sites and across the UK in a cost effective and time efficient manner

### **Desirable Criteria**

#### **Qualifications**

* Relevant postgraduate degree (or equivalent professional qualification)

#### **Experience**

* Understanding of full economic cost
* Knowledge and experience of completing risk assessments and monitoring of projects

#### **Skills, knowledge & abilities**

* Networked across the sector to bring forward multi-institution opportunities and best practice
* An active member of relevant communities e.g. UIIN, Praxis AURIL, ARMABenefits

# **Benefits**

As well as competitive pay scales, we offer generous holiday entitlement. We also offer opportunities for further salary progression based on performance, and the opportunity to join a contributory pension scheme.

The University of Derby is committed to promoting equality, diversity and inclusion. However you identify, we actively celebrate the knowledge, experience and talents each person brings

For more information on the benefits of working at the University of Derby go to [the Benefit pages of our website.](https://jobs.derby.ac.uk/display.aspx?id=1912&pid=0&tabId=230)