

Job Description

Job title	Knowledge Exchange Development Officer – 3 Years FTC
School / department	Research and Enterprise Operations Office
Grade	5
Line manager	Head of Knowledge Exchange and Business Engagement
Responsible for (direct reports)	N/A

Main purpose of the job

Working with the Head of Knowledge Exchange and Business Engagement to proactively grow UWL's knowledge exchange (KE) and enterprise activities. This role provides central support to coordinate our growing academic-led knowledge exchange income generating activity.

The role will prioritise:

1. The identification, drafting and submission of knowledge exchange funding opportunities ensuring high-quality applications are supported from bid outline to project submission (such as consultancy projects, contract research tenders and innovation focused funding schemes).
2. Improving the scale and quality of awards submitted by university business-facing services coordinating submissions for regional and national competitions.
3. Identifying opportunities and brokering collaborations between the university and businesses for enterprise focused activity (such as research partnerships, consulting, project funding).

The ideal person will have a passion for innovation and hold grant and bid management skills. Literate to business and industry needs, any experience across market analysis, business and contingency planning, IP commercialisation and/ or competitor analysis is of interest. Skills that are desirable - but not conditional - to this post include having an awareness of innovation funding application processes and/ or holding an understanding of grant funding schemes available to Higher Education institutions.

Key areas of responsibility

1. Providing professional support for Knowledge Exchange (and where appropriate research) activities. To include (but not limited to):
 - a. Reviewing final proposals and advising on revisions
 - b. Planning and organising regular meetings with academic knowledge exchange champions to plan and track knowledge exchange activity
 - c. Coordinating with the wider knowledge exchange team to deliver funding workshops and events to support Academic Staff development and networking.
 - d. Undertaking day-to-day administration of the knowledge exchange and research funding tracking system
 - e. Maintaining and updating external knowledge exchange-related webpages
 - f. Servicing knowledge exchange-based committees
 - g. Planning, drafting, writing, and coordinating responses to bids.

- h. Working closely with counterparts operating within the Research Development and Alumni and Development funding teams.
 - i. Building internal and external relationships with individuals to create quality bids. Supporting collaboration with internal stakeholders, to promote engagement and relations between UWL & industry.
 - j. Refining and developing internal processes. Identifying opportunities to enhance and improve the process and sharing best practice with the team.
 - k. Undertaking research to improve funding applications.
2. Supporting members of the knowledge exchange community at UWL (such as the university Knowledge Exchange Academic Growth Group and Knowledge Exchange Champions) to apply for and be successful in securing funded awards, including proactively promoting specific funding calls to appropriate academic staff and providing guidance on suitability of specific funding calls to the research plans of individual academics.
3. Identifying and disseminating funding opportunities to individuals and groups across the University through various means of communication such as the university Knowledge Exchange and Business Engagement staff SharePoint site.
4. Working with individual researchers to develop high quality proposals, including providing advice and guidance on specific call requirements and funding rules, copywriting, copy editing, financial planning, and application review.
5. Working effectively with other professional teams in UWL (Ethics, Finance, Human Resources, Legal, Vice Chancellors' Executive Office) to ensure all proposals meet funding agency and institutional guidelines in relation to legal, financial, risk and personnel commitments.
6. Coordinate the Institutional Approval process, ensuring all research proposals obtain sign-off prior to submission, in liaison with appropriate members of the Vice Chancellors Executive.
7. Supporting the promotion of the University's enterprise and KE capability. Assisting team as a point of contact for all enterprise activities and knowledge exchange development, including an initial assessment of opportunity.
8. Liaise with funding representatives on specific programmes and calls to resolve queries, clarify rules and requirements, and ensure UWL is considered compliant in all aspects of our funded knowledge exchange activity.
9. For successfully evaluated proposals, providing post-award coordination, including:
 - a. Liaison with funders and other partners to put in place appropriate legal agreements (pre-submission and pre-service delivery).
 - b. Liaison with UWL Finance department to establish budgets and financial monitoring processes (ensuring compliance with university financial regulations and internal funding approval processes).
 - c. Reporting of outcomes and outputs to appropriate bodies (Innovate UK, Procurement portals, etc).
 - d. Support for the identification (and protection of) IP and of other potential routes to impact.
10. Evaluating and disseminating lessons learnt from unsuccessful research bid submissions, tracking success rates and analysing data for trends that can be used for organisational learning.
11. Plan, promote and manage regular Knowledge Exchange development and training seminars and workshops. Attend meetings of business networking groups, professional groups, social enterprise networks, the recruitment industry, and alumni to promote the business benefits of working with UWL

12. Assisting the Head of Knowledge Exchange and Business Engagement with statutory reporting requirements:
- a. Monitoring and review of the Higher Education Innovation Funding (HEIF) and Enterprise and the Higher Education Business and Community Interaction Survey (HE-BCIs).
 - b. Gathering and collating data for the University's HEBCI return to Research England
 - c. Developing the UWL approach to KEF (Knowledge Exchange Framework).

In addition to the above areas of responsibility the post-holder maybe required to undertake any other reasonable duties relating to the broad scope of the position, commensurate with the post, and in support of the University.

Dimensions / background information

This role will be based in the Research and Enterprise Operations Department with the Knowledge Exchange team. The key focus of this role is to build on year-on-year growth across Knowledge Exchange metrics such as collaborative research, contract research, consultancy, CPD and regeneration income.

Person Specification

	Criteria	Essential or Desirable ¹
Qualifications and/or membership of prof. bodies	A Masters or other postgraduate or professional qualification	Essential
	A PhD, other postgraduate or professional qualification	Desirable
Knowledge and experience	Knowledge of the UK Higher Education environment and experience developing and submitting bids to national funding bodies or experience in bid writing within private non-higher education sectors	Essential
	Background in research or research administration	Essential
	Knowledge of and experience developing and submitting bids to Innovate UK, procurement portals and/or other non-research body funding providers	Desirable
	Experience and knowledge of the Knowledge Exchange performance framework in the HE sectors (such as the Knowledge Exchange Framework, KE Concordat, Higher Education Innovation Funding Scheme and HESA University Business and Community Interactions Survey)	Desirable
Specific skills to the job	Well-developed writing skills	Essential
	Proficient in MS Office (in particular MS Excel)	Essential
	Excellent oral communication skills	Essential
	Excellent planning and scheduling skills	Essential
	Project management experience and a broad appreciation of research financing	Desirable
General skills	The ability to build positive relationships with people from diverse backgrounds and at all levels in an organisation	Essential
	Highly self-motivated with ability to work flexibly and effectively while	Essential

	under pressure to meet demanding deadlines	
	The ability to work on own initiative and as part of a team, supporting colleagues and continually improving working practice	Essential
<p>Disclosure and Barring Scheme Is a DBS Check required: <input type="checkbox"/> DBS (This post does not require a DBS check) <input checked="" type="checkbox"/></p> <p>Before making a selection, please refer to the University's Disclosure and Barring Checks Guidance for Staff and Criminal Convictions, Disclosures and Barring Staff Policy and Procedure. If a DBS check is required for the role, a Check Approval Form will need to be completed.</p>		