

Job Description

Job title	Knowledge Transfer Development Officer
School / department	Research Support Unit
Grade	5
Line Manager	Head of Knowledge Exchange and Business Engagement
Responsible for	n/a

Specific description of the role

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:

- Leading on delivery of internal knowledge transfer programmes (Knowledge Exchange Seed Fund, Knowledge Exchange Staff Conference).
- Supporting Regional Engagement with project-based supervision from the Associate Pro-Vice-Chancellor (Regional Engagement).
- 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).
- Administration of Knowledge Transfer governance groups (academic knowledge exchange growth group, Professional services business engagement group).
- Improving the scale and quality of awards submitted by university business-facing services coordinating submissions for regional and national competitions.
- Support with Internal and External Events related to Knowledge Exchange including and local and national business expos where required.
- 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, interest in grant and bid development and capability to coordinate staff development in knowledge exchange. Literate to business and industry needs, experience across or awareness of innovation funding application processes and/ or holding an understanding of grant funding schemes available to Higher Education institutions is valuable but not conditional to the role.

Main purpose of the job

To provide professional support to:

- UWL's active academics to progress their knowledge exchange activity. Monitoring and tracking knowledge exchange activity to support achieving appropriate organisational KPIs.
- Funding development: Identify and secure funding aligned to knowledge exchange metrics. Working with Academic Colleagues to identify suitable sources of income for KE projects such as consultancy, contract research, innovation (such as Innovate UK) and government regeneration funding.
- Award submissions: Coordinate and support external business facing services with industry and sector-specific award submissions.
- Assist in the development of processes, systems and policies to facilitate academic engagement in knowledge exchange activity.
- Identifying opportunities and brokering collaborations within the university and industry partners.
- Grow reportable knowledge exchange income streams to maintain and grow UWLs core KE funding (e.g. Higher Education Innovation Funding)

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 meeting 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 in order 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, financial planning, and application review.
5. The postholder will also contribute to the growth of UWL's consultancy offer by identifying opportunities for academic consultancy, supporting the development of proposals, and facilitating connections between academic expertise and external client needs. This includes working with colleagues to scope consultancy projects, assisting with pricing and contract processes, and ensuring compliance with institutional policies.
6. The role involves promoting consultancy services through events and marketing materials and supporting reporting against relevant KEF and HE-BCIs metrics. Through these activities, the officer will help to enhance UWL's reputation for applied knowledge and industry collaboration.
7. 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.
8. 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.
9. 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.
10. 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.
11. 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 (InnovateUK, Procurement portals, etc);
 - d. Support for the identification (and protection of) IP and of other potential routes to impact.
12. 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.
13. 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

14. 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).

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.

Personal Specification

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

	and continually improving working practice	
Other		
Disclosure and Barring Scheme	This post does not require a DBS check	
<p>Essential Criteria are those, without which, a candidate would not be able to do the job. Applications who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the shortlisting stage.</p> <p>Desirable Criteria are those that would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.</p>		