

RECRUITMENT PACK

This document includes the following information:

- Job Description
- Person Specification
- Additional information

Making an application:

When completing the on-line application form you will be asked to answer questions to help you demonstrate how you meet the requirements of the post. Your answers will be used at the shortlisting and interview stages of the recruitment process. We therefore recommend that you take a copy of this recruitment pack to help with your preparation.

NOTE: You don't have to answer the questions in one attempt, but can save your incomplete application and return to it at another time. You may want to draft your answers using Microsoft Word and then copy your text into the application form. Please be aware that formatting (eg. underline, bold, bulleting) will be lost in this process. If you are using an Apple product you will need to use an alternative web browser to Safari such as Google Chrome.

- Links to Guidance Notes and Frequently Asked Questions can be found on the Search Results page. These pages will open in a new window.
- We recommend that you take a copy of this recruitment pack to help with your preparation.

A commitment to sustaining an inclusive and diverse community is one of the University's Core Values and we are keen to address any imbalances in our workforce.

We are proud to have been a Two Ticks employer since August 2008 and, as part of our commitment to this scheme, we guarantee an interview to any candidate with a disability who meets the essential criteria for the post. We also work in partnership with national disability organisation DisabledGo who provide detailed online access guides to many of our campus buildings and facilities which you may find useful.

Please note: We are only accepting on-line applications for this post. However, if you have a disability that makes it difficult for you to provide us with information in this way, please contact the Resourcing Team (01206-874588/873521) for help.

Closing Date: 2 November 2016

Interviews are planned for: 21 November 2016

Produced by:
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JOB DESCRIPTION – Job ref REQ00226

Job Title and Grade:	Knowledge Exchange Manager Grade 9
Contract:	Fixed-term, Full or Part-time (4 days per week if part-time). This post is fixed-term (for 12 months) to cover absence due to maternity leave.
Hours:	A notional minimum of 36 hours per week
Salary:	£39,324 - £46,924 per annum (pro-rata for part-time)
Department/Section:	Research and Enterprise Office
Responsible to:	Deputy Director - Enterprise
Reports on a day to day basis to:	Knowledge Exchange Manager - CSEE and Maths
Purpose of job:	To manage external relationships to increase the value of business engagement activity, focusing on CSEE (Computer Science and Electronic Engineering) and Maths, to further the University's mission of Excellence in research.

Duties of the Post:

About The Research and Enterprise Office (REO)

The REO is an Administrative Section within the University's Professional Services. The Director of the REO reports to the Registrar and Secretary of the University. The REO supports the Pro-Vice-Chancellor (Research) and the Faculty Executive Deans in the development and implementation of the University's Research Strategy.

The REO delivers services to the University's academic community to support a range of research, impact and knowledge exchange activities and also contributes to a wide range of business engagement activities and facilitates the delivery of services to business as well as to the wider economic community. Its range of activities includes:

- Research strategy and policy;
- Identification of funding opportunities;
- Research governance and ethics
- Supporting the development and submission of research grant applications;
- Grant and contract negotiation, costing and pricing;
- Financial management of research awards
- Co-ordination of the University's REF submissions
- Research impact and knowledge exchange, including the management of intellectual property, the commercialisation of research, licences, spin-outs and consultancy;
- Business Incubation facilities;
- Engagement with local and regional communities in the public private and third sectors;
- Managing key accounts with industry;
- Promoting the University's research expertise and related services and managing the resulting customer relationships;

Duties of the post will include:

The role will focus on the Department of Mathematics and CSEE but may also involve cross faculty projects.

1. Strategy:

- Liaising with The Executive Dean, Research Directors and Faculty Manager within the Faculty of Science and Health to provide input into the implementation of the University's Research Strategy via the Faculty Operational Plan;
- Ensuring research developments and impacts are considered in the development of the research plans for departments;
- Planning targeted approached to business based on priority areas identified

2. Increasing income:

- Provide support for academic researchers in developing grant applications to support collaborative projects with business (e.g. Innovate UK);
- Taking a pro-active role in identifying and promoting opportunities for the University's range of knowledge exchange activities including consultancy service, KTPs, contract research, CPD, and contributing to the delivery of Faculty and University knowledge exchange KPIs
- Seek pro-actively to contribute to a substantial growth in the University's knowledge exchange funding and income from a more diverse range of funders/research users;
- To coordinate with colleagues to support multi-disciplinary research and knowledge exchange projects and funding bids;
- Identify opportunities for the exploitation of research outcomes and ensure any Intellectual Property is identified promptly.

3. Building Networks and Relationships

- Establish strong working relationships with academic staff to promote and stimulate participation in knowledge exchange;
- Establish identify and establish relationships with businesses (including third sector, public sector and social enterprises) in priority subject areas;
- Establish close working relationships with colleagues in the Faculty Support team to increase awareness and understanding of knowledge exchange and impact activities;
- Broker mutually beneficial collaborations with appropriate external partners in the public, private and third sectors;
- Network with potential partners and research users and arranging forums to promote the University's research expertise, and its application.

4. Commercialisation of Intellectual Property

- Evaluate IP generated from University Research and develop commercial cases that enable external income (provide sector or grant) to be attracted;
- Manage cases within patent portfolio and liaise with patent attorneys;
- Establish relationships with external parties interested in licensing or collaborative development;
- Ensuring up to date records of progress are kept on the IP Database (Inteum).

5. Impact

- Liaise with Faculty Research Impact Officer to ensure early knowledge of new research awards, contribute to the development and implementation of Pathways to Impact and identify research case studies that help raise the profile of research at the University;
- Contribute to embedding business engagement across the University by raising awareness of benefits with academics, seeking opportunities for engaging with business, communicating successes to external audiences and developing the institutional intelligence base through the use of corporate systems including CRM.

6. Training and Briefing

- Provide training and briefing to academic and other staff on research related and knowledge exchange activities, and to contribute to the formulation and implementation of related University policies.

7. General

- Carry out any other duties that may be assigned from time-to-time by the Director of the REO. Liaising with Faculty colleagues on the employability agenda for students;



- Contribute to the preparation of research management information and related annual returns (e.g. HEBCI).

These duties are a guide to the work that the post holder will initially be required to undertake. They may be changed from time to time to meet changing circumstances.

Terms of Appointment

For a full description of the terms of appointment for this post please visit:
<http://www.essex.ac.uk/hr/current-staff/terms.aspx#>

September 2016

PERSON SPECIFICATION

JOB TITLE: Knowledge Exchange Manager
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Qualifications /Training

	Essential	Desirable
▪ Educated to degree level	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Degree in a relevant science/engineering subject	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Relevant postgraduate or professional qualification	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Postgraduate Business Qualification	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Experience/Knowledge

	Essential	Desirable
▪ Experience of the University sector	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Understanding of Business/University relationships	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Understanding of the patent process and intellectual property transactions	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Experience of business development	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Experience of stakeholder relationship management	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Knowledge of an academic research and/or commercial R&D environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience or developing bids or proposals to deliver technical projects	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Skills/Abilities

	Essential	Desirable
▪ Ability to learn how to use online databases (including CRM/Inteum)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Good communication skills both oral and written	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to work with a wide range of people, demonstrating tact and diplomacy	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Able to produce clearly written work for use in promotional literature and reports	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Good organisational skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to co-ordinate tasks with other team members	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ A proactive approach and ability to use own initiative	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Other

	Essential	Desirable



▪ Ability to meet the requirements of UK 'right to work' legislation*	X	
▪ Ability to attend meetings at company / partners sites and to work outside normal office hours if required	<input checked="" type="checkbox"/>	<input type="checkbox"/>

* The University has a responsibility under the Asylum, Immigration and Nationality Act 2006 to ensure that all employees are eligible to work in the UK. Prior to commencing employment, the successful candidate will be asked to provide documentary evidence to this effect. Please note that the University will not be able to issue a Tier 2 Certificate of Sponsorship for this post. For further information about UK immigration requirements please follow this link <https://www.gov.uk/government/organisations/uk-visas-and-immigration>

September 2016

Additional Information

Research and Enterprise Office

You can find more information about the department at the following link <http://www.essex.ac.uk/reo/>

People Supporting Strategy

Please find a link to the People Supporting Strategy.

<http://www.essex.ac.uk/hr/policies/docs/people-oct15.pdf>

General information

This post is fixed-term (for 12 months) to cover absence due to maternity leave.

This post is advertised as full-time, however 4 days per week could be considered.

Informal enquiries may be made to Robert Singh, Deputy Director - Enterprise (telephone: 01206 874278 e-mail: rjsingh@essex.ac.uk). However, all applications must be made online.

Benefits

Our staff and students are members of the University for life. We believe a person's potential is not simply defined by grades or backgrounds, but by a willingness to question, to collaborate and to push at the edges of knowledge and their own potential.

As an employer we offer a range of benefits and a commitment to career development and equal opportunities in an environment that both reflects and creates a rich interaction of people, disciplines and ideas.

- Pension scheme
- Generous holiday entitlement
- Competitive salaries
- Training and development Family Friendly policies
- On campus childcare facilities, for more information visit www.wivenhoeparkdaynursery.co.uk
- Childcare vouchers
- Relocation package for qualifying staff
- Interest free season ticket loan
- Range of optional salary exchange tax benefits (pension, childcare and bicycle schemes)

No smoking policy

The University has a no smoking policy

September 2016