

## RECRUITMENT PACK

This document includes the following information:

- Job Description
- Person Specification
- Additional information

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### 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 (e.g. 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.

The University of Essex is proud to be part of the Disability Confident scheme and is committed to supporting diversity and equality, representative of our inclusive community. As part of our commitment to this scheme any candidate who has a disability and meets all the essential criteria for the role will be offered an interview. 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: 19 January 2018**

**Interviews are planned for: 19 February 2018**

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**JOB DESCRIPTION – Job ref REQ00951**

<b>Job Title and Grade:</b>	Knowledge Exchange Officer – Evaluation Services Grade 8
<b>Contract:</b>	Fixed-term, full-time until 31 August 2019 due to the nature of the funding – however there may be opportunities to extend beyond the initial term.
<b>Hours:</b>	A notional minimum of 36 hours per week. Part-time hours (0.8 fte, four days per week) will be considered
<b>Salary:</b>	£32,548 – £38,832 per annum (pro-rata if part-time)
<b>Department/Section:</b>	Research and Enterprise Office
<b>Responsible to:</b>	Director, Research and Enterprise Office
<b>Reports on a day to day basis to:</b>	Knowledge Exchange Manager (Social Sciences)
<b>Purpose of job:</b>	To build relationships and generate external income based on the universities cross-faculty expertise in determining and evaluating project outcomes

**Duties of the Post:**

The main duties of the post will include:

1. Developing the University's offer for evaluation services, and identifying potential partners and tender opportunities aligned with the University's research expertise –
  - Liaising with academic and professional service colleagues, to develop an offer to external organisations based on the cross-campus expertise in the determining and evaluating project outcomes.
  - Developing a pipeline of tender opportunities relevant to academic expertise.
2. Managing relationships with potential collaborators / customers for these services –
  - External engagement and brokerage with the funding bodies including but not limited to local authorities, charities, NHS, clinical commissioning groups, non-governmental bodies and commercial organisations.
  - Develop a communications and marketing plan for the evaluations service alongside colleagues.
  - Planning targeted approaches to relevant organisations and horizon-scan for tender opportunities.
  - Implement and manage evaluation projects within the University and ensure they are delivered on time and within budget.
3. Developing bids and tender responses around provision of relevant services –
  - Lead on tender management, including sourcing opportunities, tender bid writing and development and post management of tender delivery.
  - Design, articulate and accurately cost the tender submissions using the University's internal systems.
  - Initiate a tender programme management frameworks or management information and reporting purposes.
  - 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.

4. Any other duties as may be assigned from time to time by the Deputy Director – Enterprise.

***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#>

**December 2017**

## PERSON SPECIFICATION

<b>JOB TITLE: Knowledge Exchange Officer – Evaluation Services</b>
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### Qualifications/Training

	Essential	Desirable
▪ Educated to at least graduate level	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Postgraduate qualification in a relevant subject	<input type="checkbox"/>	<input checked="" type="checkbox"/>

### Experience/Knowledge

	Essential	Desirable
▪ Ability to interpret social science research outcomes and develop offers for business based on expertise	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of income generation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of drafting successful tender responses, bids and/or grants applications	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Experience of developing new business relationships from cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Experience of working within a customer focused environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of working in a higher education environment, and at the interface between HE and external organisations	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Ability to establish credibility with both academic staff and commercial partners	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of working in multiple stakeholder collaborations / projects	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of preparing and presenting proposals to potential clients	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to coordinate and monitor a series of projects to achieve deliverables aligned to overall program objectives	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Experience of working in a matrix management environment coordinating academic and REO colleagues to deliver projects	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Experience of monitoring and reporting project outcomes	<input checked="" type="checkbox"/>	<input type="checkbox"/>

### Skills/Abilities

	Essential	Desirable
▪ Ability to interpret funder / customer requirement to specify proposals / tender responses appropriately	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Excellent IT skills including high level of familiarity with MS Office products including Word, Excel and PowerPoint and ability to use CRM system (MS Dynamics)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Confident making formal presentations and directing discussions in meetings	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Excellent written skills with a keen attention to detail	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ A proactive approach and ability to use own initiative and work unsupervised	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ The ability to establish and manage effective working relationships with both academic staff and commercial partners.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ The ability to act with discretion and to maintain confidentiality	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to effectively prioritise a varied workload	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Strong team player, with the ability to work collaboratively, provide support for colleagues within the team	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Committed to generating new opportunities and developing significant projects	<input checked="" type="checkbox"/>	<input type="checkbox"/>



**Other**

	<b>Essential</b>	<b>Desirable</b>
▪ Ability to meet the requirements of UK 'right to work' legislation*	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ 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>

**December 2017**

## **ADDITIONAL INFORMATION**

### **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.

More information is available 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**

Informal enquiries may be made to Dr Dorian Hayes, Knowledge Exchange Manager (Social Sciences) (telephone: 01206 874976, e-mail: [dphayes@essex.ac.uk](mailto:dphayes@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 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](http://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.

**This document is produced by:**

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