



## 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 (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 (01206-874588/873521/873461) for help.

**Closing Date: 16 February 2018**

**Interviews are planned for: late February / March 2018**

Produced by:  
Resourcing Team  
Human Resources  
University of Essex  
Wivenhoe Park  
Colchester CO4 3SQ  
United Kingdom  
Tel: +44 (0)1206 873521/874588  
Email: [resourcing@essex.ac.uk](mailto:resourcing@essex.ac.uk)





**JOB DESCRIPTION – Job ref (REQ01105)**

<b>Job Title and Grade:</b>	Knowledge Exchange Manager - Digital, Creative and Cultural Grade 9
<b>Contract:</b>	Fixed Term until 31 August 2019. This post is fixed-term as the post is established to deliver a specific project/ task finite in nature. Full-time or part-time Part-time hours would be considered at a minimum of 0.8 fte, 4 days per week.
<b>Hours:</b>	A notional minimum of 36 hours per week Part-time hours would be considered at a minimum of 0.8 fte, 4 days per week.
<b>Salary:</b>	£39,993 - £47,722 per annum, prorata for part-time
<b>Department/Section:</b>	Research and Enterprise Office
<b>Responsible to:</b>	Director of the REO
<b>Reports on a day to day basis to:</b>	Deputy Director - Enterprise Dashed line to Deputy Vice-Chancellor (Designate)
<b>Purpose of job:</b>	To manage external relationships to increase the value of business engagement activity, focusing on creative and cultural arts, CSEE, Psychology and Maths, to further the University's mission of Excellence in research.

**Duties of the Post:**

Under our digital, creative and cultural sub-strategy, engagement with creative industries is integrated into the delivery of our teaching and research mission. It also forms part of the vision for the cluster to be developed on the Knowledge Gateway, our research and innovation business park, with our Gameshub creating new digital start-ups and with further support in the pipeline in the form of a new creative digital space that will be incorporated in our Innovation Centre, currently under construction. Creative Industries are also a key component of the region's growth agenda: within Colchester, the Borough Council has supported the new Creative Business Centre, and the South East Local Enterprise Partnership (SELEP) has identified Creative Industries as a priority sector. This role will coordinate relevant research and start-up activities with funders, businesses, professional bodies and regional stakeholders.

**Objectives:**

1. Provide support for strategy development to ensure that the University actively supports the regional creative sector strategy through input into SECEN, Creative Colchester Board and other bodies (e.g. TechEast).
2. To support bid development that involves creative sector engagement, and implimentation of projects after funding is achieved.
3. Develop new colloborations with digital and creative businesses and networks.
4. Liaise with key stakeholders such as SELEP. Colchester Borough Council and Creative England.

**Strategy:**

1. Liaising with DVC-Designate, Executive Deans, Deputy Deans (Research) and Research Directors, the postholder will support the implementation of the University's Research Strategy.
3. Development of new engagement to support the impact of research in the digital, creative and cultural sector.



4. Planning targeted approaches to businesses based on priority areas identified
5. Representing the University and contributing to relevant regional and national groups / bodies.
6. Delivery and alignment with the university's Digital, Creative and Cultural Sub-Strategy.

#### **Increasing income**

1. Provide support for academic researchers in developing grant applications to support collaborative projects with business (e.g. Innovate UK).
2. 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.
3. 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. To coordinate with colleagues to support multi-disciplinary research and knowledge exchange projects and funding bids.

#### **Building Networks and Relationships**

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

#### **Impact**

1. 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.
2. 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.

#### **General**

1. Carry out any other duties that may be assigned from time-to-time by the Director of the REO.
2. Liaising with Faculty colleagues on the employability agenda for students.
3. 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.***

***For Academic posts only:* It should be noted that there is a contractual requirement for some members of academic staff to undertake research duties. If this requirement applies to a post it will be clearly stated in the job description, which forms part of the contract of employment.**

#### **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#>

**PERSON SPECIFICATION****JOB TITLE:** Knowledge Exchange Manager**Qualifications /Training**

	<b>Essential</b>	<b>Desirable</b>
▪ Educated to degree level in a relevant field	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Relevant postgraduate or professional qualification	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Experience/Knowledge**

	<b>Essential</b>	<b>Desirable</b>
▪ Experience of the University sector	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Understanding of how Universities can support businesses and external organisations	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of work within creative industry or in support of creative industries	<input checked="" 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	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Experience or developing bids or proposals	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**Skills/Abilities**

	<b>Essential</b>	<b>Desirable</b>
▪ 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"/>
▪ Ability to manage projects effectively using appropriate methods / tools	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to effectively 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"/>
▪ Established networks and connections in creative industry	<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"/>
▪ Ability 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 may 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>

January 2018



## **Additional Information**

### **Department**

#### **Research and Enterprise Office**

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 here:

<http://www.essex.ac.uk/reo/>

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

#### **General information**

Fixed term until 31 August 2019

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

#### **People Supporting Strategy**

Please find a link to the People Supporting Strategy.

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

#### **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](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:**

**Resourcing Team  
Human Resources  
University of Essex  
Wivenhoe Park  
Colchester CO4 3SQ  
United Kingdom  
Tel: +44 (0)1206 873521/874588  
Email: [resourcing@essex.ac.uk](mailto:resourcing@essex.ac.uk)**