

RECRUITMENT PACK

*** Internal Candidates Only***

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 876559) for help.

Closing Date: 30 October 2018

Interviews are planned for: 09 November 2018



JOB DESCRIPTION – Job ref REQ01990

Job Title and Grade:	EIRA Knowledge Exchange Lead – Digital Creative Grade 9
Contract:	Fixed-term, Part-time (0.6fte). The position is fixed-term until 31 March 2021, due to being funded for a limited term by Research England’s Connecting Capabilities Fund.
Hours:	21 hours per week.
Salary:	£40,793-£48,676 per annum, pro rata
Department/Section:	Research and Enterprise Office
Responsible to:	Director REO
Reports on a day to day basis to:	Deputy Director – Enterprise REO
Purpose of job:	The EIRA Knowledge Exchange (KE) lead will develop and deliver specific Digital Creative innovation projects supporting the needs of business through a combination of well-established and more novel methods. Working closely with the EIRA network and other partners, the KE Lead will bring together research and expertise from across the consortium, build critical mass, coordinate with KE teams and develop linkages with business collaborators.

Duties of the Post:

The main duties of the post will include:

1. Co-develop and co-deliver annual plans for the Digital Creative theme to maximise the impact of EIRA business interventions, ensuring a high level of responsiveness to the needs of local businesses.
2. Collaborate with KE and academic colleagues located across eastern England to deliver the aims of the EIRA programme.
3. Support and contribute to the ambitions of productivity and growth in eastern England as highlighted in the Government’s Industrial Strategy and the Science and Innovation Audits (SIAs).
4. Deliver specialist Digital Creative expertise to businesses in support of the EIRA theme and to complement the existing capacity of the partners.
5. Develop and cultivate sustainable partnerships with both the business support community and directly with businesses to shape EIRA’s sector activities during the programme and to ensure the impact of EIRA continues after its end.
6. Closely collaborate with all EIRA institutions and other thematic KE Leads at EIRA partners to identify opportunities for future collaboration.
7. Contribute to the development and delivery of training and mentoring activities with academics across the institutions.
8. Represent EIRA as required at business, community and other events and meetings.



9. Develop knowledge and relationships as appropriate with existing sector groups and networks in the Digital Creative theme in order to further the success of the EIRA partnerships and the programme ambitions.
10. Identify and explore funding streams, partnerships and opportunities for additional and leverage grant (e.g. Innovate UK) and commercial funding to amplify the impact of activities during the award, and sustain the network beyond the initial funding period.
11. Contribute to the evaluation and reporting of EIRA programme activities.

The post will require extensive travel within the region, and occasionally nationally.

Any other duties as may be assigned from time to time by the Director of Research and Enterprise Office or their nominee.

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:
<https://www.essex.ac.uk/staff/employment-policies-procedures/my-contract>

October 2018

PERSON SPECIFICATION

JOB TITLE: EIRA Knowledge Exchange Lead – Digital Creative

Qualifications /Training

	Essential	Desirable
▪ Educated to degree level in a relevant field	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Postgraduate qualification in a relevant field	<input type="checkbox"/>	<input type="checkbox"/>
▪ Relevant sector/specialist qualifications	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Experience/Knowledge

	Essential	Desirable
▪ Demonstrable track record of business engagement in relevant fields	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of working at the interface of business and academia	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Demonstrable skills required to deliver innovation, research and development programmes (R&D) either in commercial or academic environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Knowledge of Digital Creative sector, including understanding of business landscape and key industry players	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Relevant project delivery skills and experience	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience in working and liaising with multi-disciplinary teams	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Understanding of the specific economic challenges of eastern England	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Skills/Abilities

	Essential	Desirable
▪ Excellent communication, presentation and negotiation skills with the ability to gain credibility with businesses, academic colleagues, internal and external stakeholders	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Demonstrable potential to establish positive and effective working relationships and partnerships with senior business leaders, colleagues, academic staff and a broad range of internal and external stakeholders to deliver against a complex portfolio of activities	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to work effectively and positively, both independently and as part of team	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Commitment to collaborative working, particularly across disciplinary boundaries	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Able to prioritise and organise workload, and think clearly under pressure and time constraints	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Pro-active, self-motivated and self-reliant	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Excellent planning skills, allied to well-developed analytical and problem solving skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ A strong commitment to the EIRA ambition to increase growth and productivity in eastern England	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of preparing and presenting proposals to potential clients	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Experience of mentoring or coaching	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Ability to identify new sources of funding to sustain EIRA over the long term	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Other

	Essential	Desirable
▪ Ability to meet the requirements of UK 'right to work' legislation*	<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>

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ADDITIONAL INFORMATION

Research and Enterprise Office (REO)

You can find more information about the department at the following link:

<https://www.essex.ac.uk/staff/professional-services#research-enterprise-office>

The Section sits alongside other professional services; Academic Section, Campus Services, Estates and Campus Services, Communications and External Relations, Finance, IT Services, Library.

General information

Informal enquiries may be made to Kirstie Cochrane, EIRA Director, Research and Enterprise Office (telephone: 01206 874042 e-mail: kirstie.cochrane@essex.ac.uk). However, all applications must be made online.

People Supporting Strategy

Please find a link to the People Supporting Strategy following:

<https://www1.essex.ac.uk/restricted/staff/documents/strategy/people.pdf>

Pay and benefits

We advertise our salaries on a range to indicate the trajectory of progression that can be made. Appointments are usually made at the start of the salary range. The university salary structure includes automatic pay progression within the published grades, subject to service and performance. In addition to this, there are performance related annual pay review schemes in place.

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
- Relocation package for qualifying staff
- Interest free season ticket loan
- Range of optional salary exchange tax benefits (pension, childcare and bicycle schemes)

This document is produced by:

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