

## 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 [AccessAble](#) 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: 08 May 2019**

**Interviews are planned for: 29 May 2019**



**JOB DESCRIPTION – Job ref (REQ02474)**

<b>Job Title and Grade:</b>	Knowledge Exchange Manager - Digital, Creative and Cultural Grade 9
<b>Contract:</b>	Full time, Fixed Term until 31 July 2021
<b>Hours:</b>	A notional minimum of 36 hours per week. Four days per week could be considered, see general information.
<b>Salary:</b>	£40,793-£48,676 per annum
<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 Working closely with Deputy Vice-Chancellor (Designate)
<b>Purpose of job:</b>	To manage external relationships and develop new funding streams to increase the opportunities for impactful engagement activity with creative and cultural industries.

**Duties of the Post:**

The Knowledge Exchange Manager (KEM) will have a key role in developing and delivering activity which supports the University's ambitions to develop its local, regional, and national role working with the creative industries. The University of Essex's digital, creative and cultural sub-strategy sets out how engagement with creative industries is integrated into the delivery of our teaching and research mission, and this role will drive forwards existing activities with the creative industry sector and identify new opportunities that enhance the University's contributions and meet the needs of the sector. Creative Industries are already being established and supported on the University's Knowledge Gateway, our research and innovation business park, with our Gameshub creating new digital start-ups and with our new creative digital space (Studio X) in our new Innovation Centre. The KEM will be working with the teams delivering and supporting this activity and reaching beyond the University to explore local and regional opportunities. Creative Industries are key within Colchester where the Borough Council has supported the new Creative Business Centre, and within the region as the South East Local Enterprise Partnership (SELEP) has identified Creative Industries as a priority sector. There are already a number of significant projects with external funding that support such local and regional engagement (SECCADS and the Cultural Development Fund award) and the KEM will be expected to represent the University at meetings of such projects as well as play a pro-active role engaging with the academics across the University, encouraging and facilitating relevant research and enterprise activities.

**Duties of the post will include:**

1. Strategy development and delivery:
  - Support University strategy development, in particular the Digital, Creative and Cultural Sub-Strategy.
  - Enable active engagement with the local and regional creative sector strategies through input into bodies such as: SECEN and Creative Colchester Board
  - Represent the University in creative industry discussions with key partners such as SELEP, Colchester Borough Council, and Creative England
  - Develop new strategic collaborations (funded and un-funded) with digital and creative businesses and networks
  - Contribute to the delivery of successful large, collaborative projects, in particular taking a lead role in overseeing the delivery of the Creative Development Fund (CDF) award and the SECCADS ERDF funded project



2. Income generation:

- Identifying appropriate existing and new opportunities for funding to support the Strategies (including funding managed by the university such as the EIRA project funding and HEIF schemes, and funding from other sources such as Innovate UK, Research Councils, and arts funders)
- Pro-actively promoting and responding to such opportunities, facilitating, coordinating and contributing to the drafting of multi-disciplinary and collaborative research and knowledge exchange applications, following university processes for costing and authoring applications
- Offering expert advice and support for academic researchers in developing their funding applications to collaborate with the sector

3. Networks and Relationships:

- Establish strong working relationships with academic staff to promote and drive forwards external engagement with the creative industry sector
- Identify and establish relationships with businesses (including third sector, public sector and social enterprises) in the sector
- Establish effective and efficient working relationships with colleagues across the Research and Enterprise Office, other Professional Services and Faculty Office teams to increase awareness and understanding of knowledge exchange and impact activities with the creative industries, and enable the smooth delivery of new and existing activities
- Establish effective relationships with key partners such as SELEP, Colchester Borough Council, Creative England, and partners involved in key projects (Thurrock Council, University of Kent, University of East Anglia)
- Attend and arrange networking events with potential partners and research users to promote and broker the new opportunities for working with University' researchers.

4. Impact

- Liaise with Research Impact Officers to offer expertise in designing and implementing Pathways to Impact section on new applications and awards and to identify case studies that help raise the profile of research
- Contribute to embedding business engagement across the University by raising awareness of benefits with academics, seeking opportunities for engaging with business beyond the sector, and communicating successes to external audiences
- Contribute to the institutional intelligence base for the sector contacts and utilise the corporate systems including CRM to facilitate knowledge sharing within the University

5. General

- Liaise with Professional Services colleagues on the employability agenda for students
- Contribute to the preparation of research management information and related annual returns (e.g. HEBCI and KEF)
- Carry out any other duties that may be assigned from time-to-time by the Director of the REO

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

**March 2019**

**PERSON SPECIFICATION**

**JOB TITLE:** Knowledge Exchange Manager

**Qualifications /Training**

	<b>Essential</b>	<b>Desirable</b>
▪ Educated to degree level in a relevant field or equivalent experience	<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 checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Understanding of how Universities can support businesses and external organisations	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of working in or with creative industries	<input checked="" type="checkbox"/>	<input 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 of developing and preparing bids or proposals	<input checked="" type="checkbox"/>	<input 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"/>
▪ Driving Licence	<input type="checkbox"/>	<input checked="" type="checkbox"/>



University of Essex

\* 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>

## **ADDITIONAL INFORMATION**

### **Department**

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

The Research and Enterprise Office (REO) is a Professional Services section within the University of Essex reporting to the Registrar and Secretary of the University, and working closely with the Pro-Vice-Chancellor (Research). The REO delivers services and expertise across the University in support a range of research, impact and knowledge exchange activities, contributing to a wide range of business engagement activities.

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
- Overseeing the HEIF allocation and the preparations for KEF
- Research impact and knowledge exchange, including the management of intellectual property, the commercialisation of research, licences, spin-outs and consultancy;
- Business Incubation and Start-Up support activities on the Knowledge Gateway;
- Engagement with local and regional communities in the public private and third sectors;
- Delivery of cross university knowledge exchange and impact projects

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**

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.

The hours of this role are full-time, a notional minimum of 36 hours per week however four days per week could be considered. Please state in your application if you are applying for the role on a full-time basis or four days per week.

### **People Supporting Strategy**

Please find a link to the People Supporting Strategy below:

<https://www.essex.ac.uk/-/media/documents/directories/human-resources/people-supporting-strategy.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](http://www.wivenhoeParkDayNursery.co.uk)
- Relocation support package for qualifying staff
- Interest free season ticket loan
- Range of optional salary exchange tax benefits (pension and bicycle schemes)

**This document is produced by:**

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**March 2019**