Job Description – Knowledge Exchange Manager

About the role
This role supports the research journey by providing support to academics in progressing their activity via Knowledge Exchange and/or commercialisation. The role is responsible for reporting on University enterprise activity.

Key responsibilities
Liaison with academics and research support teams to identify potential Knowledge Exchange (KE) or commercialisation opportunities and create supported pathways for their achievement. The post holder will be a key liaison point between academics and other members of the Research and Enterprise team during their research grants.

Institutional contact point with responsibility for the Higher Education Innovation Fund (HEIF) including budget allocation, monitoring expenditure and progress of activities, review of HEIF strategy and preparing both internal reports and statutory returns.

Building strong relationship with academics, researchers and professional colleagues to work together to identify and develop projects for HEIF funding that meet either the University’s HEIF strategy or the UK Government’s Industrial Strategy.

Manage the University’s HEBCI survey submission to Research England, including the specification, acquisition and analysis of data to agreed timetables across the University, ensuring accuracy of the submission and seeking internal approvals for submission. Analyse annual submission and make recommendations for future improvements.

Supporting the work of the Research Impact & KE Senior Manager with the University’s preparations for the Knowledge Exchange Framework (KEF) including, capturing and analysing data and ensuring that University processes for data capture are sufficient for future KEF requirements.

Skills and experience
Educated to degree level or equivalent relevant professional qualification or experience demonstrating the ability to work independently, exercise good judgement, prioritise and solve problems.

Experience of working with academics in relation to research activity, particularly around critical review of research and research related outputs. An understanding of exploitation opportunities and the KE landscape is needed to drive activity and stimulate academic engagement.

Relevant experience in information management including the collection, manipulation and analysis of data and budgets to provide management information. Includes an ability to understand and interpret both quantitative and qualitative data and turn this into accessible information and knowledge. A high level of attention to detail is essential.
Demonstrable communication and interpersonal skills, with experience of communicating in a variety of contexts, to different audiences with the ability to present and explain complex information in a clear and accessible manner.

Experience of influencing others, both in relation to managing a timely contribution towards an activity and ensure the delivery of set outcomes, but also regarding influencing academic planning towards commercial engagement or knowledge exchange.

A proactive outlook with an ability to prioritise and schedule effectively to manage a dynamic workload and meet internal and external deadlines.