

1. Advert

Post Title: Knowledge Exchange Programme Manager

Division: Research and Enterprise

Hours: 37.5 full-time or part-time hours considered up to a maximum of 1 FTE.

Requests for [flexible working](#) options will be considered (subject to business need).

Location: Brighton, United Kingdom

Contract: Permanent

Reference: 21685

Salary: starting at £37,099 to £44,263 per annum, pro rata if part-time.

Placed on: 19 September 2023

Closing date: 10 October 2023. Applications must be received by midnight of the closing date.

Expected interview date: w/c 30th October 2023

Expected start date: 4th December 2023

About the role

The University of Sussex is committed to developing new knowledge that challenges conventions and offers inspiring and creative ways to address global and local issues. As part of our strategic plan *Sussex 2025*, we set challenging new priorities for Knowledge Exchange (KE) starting in 2019/20 and are recruiting a KE Programme Manager to join our Innovation and Business Partnerships team.

This post will work closely with all colleagues within the Innovation & Business Partnerships Team in Research & Enterprise Services and with relevant teams across the wider Research and Enterprise Services and the rest of the University. It will provide an excellent overview of the exciting and innovative engagement done by academics working with professional support staff to make a difference to society. We are keen to build on our achievements by further developing our capacity to extend our reach to businesses and civic society, as well as encouraging more academics to undertake knowledge exchange as part of their career path. It is an exciting time to join Sussex and the Innovation & Business Partnerships team.

The postholder will be responsible for maintaining a comprehensive overview of progress across the KE programmes which are led by the Innovation & Business Partnerships team; preparing management information reports to various University committees and supporting the financial management of the University's £4.6m Higher Education Innovation Fund budget. The role therefore requires a good working knowledge of programme and performance management tools and techniques; a methodical and systematic approach; excellent organisational and communication skills and a proven track record of effective budget and business planning. An understanding of Knowledge Exchange and the wider policy environment in which universities operate is also essential for this role.

Please contact T.Wolfenden@sussex.ac.uk for any informal enquiries.

2. The Team

Our priorities within the **Innovation & Business Partnerships Team (IBP)** within the Research & Enterprise Services Division are to:

- **Invigorate research-led business and public sector engagement:** We have stimulated a more entrepreneurial approach to research and knowledge management by supporting new channels of research commercialisation through working with businesses and public sector organisations – a new area of work for the University.
- **Stimulate a more enterprising approach to research:** Since the IBP team was set up, the pace of our spinouts has accelerated more than sixfold compared to the previous 20 years and the University's IP portfolio has increased by one and half times for the same period. In 2021-22 Sussex's thriving community of 115 graduate and staff businesses enjoyed a combined turnover of £34m. Together these businesses attracted external investment of nearly £23m last year (up by nearly £10m in two years) and they now support 600 jobs - providing employment for more than 235 people than two years ago.
- **Strengthen Sussex's contribution to the economic, social and environmental vitality of our region:** We have re-focused on making an active contribution to driving the civic and economic fortunes of our region, working closely with partners to manage common challenges and co-create new, innovation-focused economic opportunities. Sussex is an 'anchor' institution in the city region, making a difference to the business vitality, civic leadership and social well-being locally as well as on a global stage. The university adds nearly £500m per year to the economy; accounts for 1.5% of the total Greater Brighton city region economy and supports 7,800 jobs across the UK (one in every 80 jobs in the city region).

These IBP team priorities are critical to achieving the successful outcome of the University's Knowledge Exchange Strategy adopted in 2022 which in turn supports the successful delivery of Sussex 2025 (<https://www.sussex.ac.uk/strategy/>).

Please find further information regarding the team at <https://www.sussex.ac.uk/collaborate/>

About our Division

The Research and Enterprise Services Division is the leading developer of ideas and innovations that contribute to the Global Community. We contribute to new knowledge, ideas, and solutions. This leads to real change in the world and makes a difference in our lives. Our Strategy focuses on People, Research Strengths, Interdisciplinarity, Integrity, Grant Capture, and International Reputation. Last year alone we submitted 681 bids, received 230 awards, and completed the set-up of 227 projects just to give an idea of how dynamic our Division is.

Why work here...

Our University is situated just off of the A27, next to the beautiful South Downs where you

will enjoy everything that our 150-acre campus has to offer. We are easily accessible by public transport; a 5-minute walk from the train station and bus stops within the campus. We have dedicated cycling paths and encourage our staff to cycle to work with our offering of a cycle to work scheme. Sussex is a renowned, research-led International University and this is only possible because of the people that work here.

The benefits that you will receive from day one:

- Generous pension scheme
- Life insurance of up to 3 times your annual salary for any pension-enrolled employees.
- Purchase additional annual leave through our scheme for a great home and work-life balance
- Discounts of public transport, cycle-to-work scheme and special rates in hotels in Brighton and the Sussex region.
- Discounts on high-street shops through our rewards partner, along with a cashback Health Plan.
- Considerable discount on our on-site gym facilities because we care about our employees' health and well-being.

Job Description and Person Specification

Job Title: KE Programmes Manager
Division: Research and Enterprise Services
Team: Innovation and Business Partnerships
Location: Falmer Campus, University of Sussex BN1 9SB/Hybrid
Grade: 7
Responsible to: Senior Knowledge Exchange Initiatives Manager

The postholder will be responsible for maintaining a comprehensive overview of the progress of KE programmes led by the Innovation & Business Partnerships team; preparing management information reports to various University committees and supporting the financial management of the University's £4.6m Higher Education Innovation Fund budget. This will involve being directly involved in preparing the University's submissions to Research England for the Knowledge Exchange Framework (KEF); Higher Education Business & Community Survey (HEBCIS); and Knowledge Exchange Concordat (KEC), as well as the Annual Monitoring Statement which evidences the University's spending on the £4.6m Higher Education Innovation Fund block grant.

PRINCIPAL ACCOUNTABILITIES

1. Provide information, advice and guidance on all matters relating to the KEF, KEC, HEIF and HEBCIS to ensure institutional compliance.
2. Monitor adherence to institutional and all other regulatory aspects of knowledge exchange funding in order to advise and offer guidance to all levels of the institution.

KEY RESPONSIBILITIES

1. Preparation and presentation of management information on workstreams for senior managers and committees.
2. Creating and maintaining forward planning, monitoring and progress-chasing systems and processes in order to ensure the University adheres to all statutory and regulatory requirements and deadlines.
3. Working with internal stakeholders across the University to promote a culture of compliance and best practice in knowledge exchange, supporting the design and delivery of training and developing interventions to support staff and students as needed.
4. Promotion of the University's KE portfolio and achievements in a timely way, both internally across the University and to relevant external audiences - working in close partnership with the wider Research and Enterprise team, the Schools, and Communications and External Relations colleagues across the University.
5. Organising and providing secretariat functions for the KE Steering Group and other meetings relating to KE and its regulated functions
6. Providing advice and guidance to all levels of the institution and helping to resolve complex technical KE-related issues.
7. Horizon scanning for new directions in policy and higher education practice relating to knowledge exchange and ensure the University is well prepared for anticipated changes. This includes maintaining KE networks with peer institutions and expert groups across England.
8. Maintaining and updating records in line with the Data Protection Act and ensuring the accurate recording of query types and suggestions ideas for improvement.
9. Carrying out any other related duties appropriate to the role whenever reasonably requested.

PERSON SPECIFICATION ESSENTIAL CRITERIA

1. Demonstrated graduate calibre, with relevant experience or professional qualification.
2. Experience in a comparable role in a UK university or similar environment.
3. An understanding of knowledge exchange and the wider policy environment in which universities operate.
4. A working knowledge of programme and performance management tools and techniques and techniques to drive timely completion of projects and outcomes
5. A proven track record of providing effective support for the management of large and/or complex budgets.
6. Strong planning and organisational skills.
7. Proven ability to analyse, evaluate and interrogate data and complex information in order to produce clear, concise and accessible reports to a range of audiences.
8. Excellent oral and written communication skills with the ability to present policy and procedure and communicate complex technical messages in a way that can be understood the audience.

9. Well-developed interpersonal skills with the ability to quickly build rapport, effectively influence and persuade in area of expertise, effectively contribute to team working to build and develop working relationships, and work with external professional KE networks.
10. Analytical skills with the ability to generate effective solutions and make effective decisions and recommendations.
11. Effective time management skills.
12. Effective IT Skills on MS platform, especially Excel, SharePoint & Power BI

For full details and how to apply see our [vacancies page](#)

The University of Sussex values the diversity of its staff and students, and we welcome applicants from all backgrounds.

Please note: The University requires that work undertaken for the University is performed from the UK.