

## 1 Advertisement

**Post Title:** KE Performance Manager

**School/department:** Research & Enterprise / Innovation & Business Partnerships

**Hours:** Full time or part time hours considered up to 1FTE.

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

**Contract:** Permanent

**Reference:** 8556

**Salary:** Starting at £34,304 to £40,927 per annum, pro rata if part time

**Placed on:** 13 May 2022

**Closing date:** 27 May 2022. Applications must be received by midnight of the closing date.

**Expected Interview date:** To be confirmed

**Expected start date:** To be confirmed

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 starting in 2019/20 and are now recruiting a KE Performance Manager to join our Innovation and Business Partnerships team to manage the University's preparations for and management of the Knowledge Exchange Framework (KEF); Higher Education Business & Community Survey (HEBCIS); Higher Education Innovation Fund (HEIF), and Knowledge Exchange Concordat (KEC), working closely with the Director and other relevant colleagues in order to achieve the best results for Sussex

We seek a KE performance Manager with a working knowledge of programme and performance management tools and techniques; a proven track record of effective budget and business planning skills with excellent organisational skills, including project management. An understanding of knowledge exchange and the wider policy environment in which universities operate is also essential for this role.

Moving forward with a new Vice Chancellor about to take up her position, we are keen to build on our achievements through further developing our capacity to extend our reach to businesses and civic society, as well through encouraging more academics to prioritise knowledge exchange as part of their career path. It is an exciting time to join Sussex and the Innovation & Business Partnerships team.

Please contact Sue Baxter [sue.baxter@sussex.ac.uk](mailto:sue.baxter@sussex.ac.uk) for informal enquiries.

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.*

## 2. The Division

Our priorities within the Innovation & Business Partnerships Team within Research & Enterprise Services have been to:

- **Invigorate research-led business engagement:** We have stimulated a more entrepreneurial approach to research through supporting new channels of commercialisation. The pace of our spinouts has accelerated more than six fold compared to the previous 20 years and the University's IP portfolio has increased by one and half times for the same periods. Last year (2021/21) Sussex's thriving community of 115 graduate and staff businesses enjoyed a combined turnover of £32m – an increase of one and three quarters times the volume of trade compared to 2018/19. Together these businesses attracted external investment of nearly £32m last year (up by nearly 175% in two years) and they now support 470 jobs, providing employment for more than 150 people than two years ago.
- **Promote and support enterprising students and staff:** We have substantially increased our capability to embed entrepreneurial learning, engage students in extra-curricular entrepreneurship programmes and enabled graduate interns and student-led consultancies to create scalable opportunities to address real-world challenges. The appointment of a substantial dedicated in-house student enterprise team has seen our registered graduate start-ups still trading after three years increase by one third to over 30 over two years.
- **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. Together with the University of Brighton and our incubator Sussex Innovation, we now offer comprehensive SME facing innovation programmes across Brighton & Hove, East and West Sussex – funded through the Local Enterprise Partnerships and the EU, where previously there were none. Our goal is to be an 'anchor' institution in the city region, making a difference to the business vitality, civic leadership and social wellbeing locally as well as on a global stage.

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

## 3. Job Description

Job Description for the post of: KE Performance Manager

**Department: Research and Enterprise Division**

**Section/Unit/School: Innovation and Business Partnerships**

**Location: Sussex Innovation Centre, Science Park Square, Falmer BN1 9SB/Hybrid**

**Grade: 7**

**Responsible to:** Director of Innovation and Business Partnerships

**Responsible for:** N/A

The role will manage the University's preparations for and management of the Knowledge Exchange Framework (KEF); Higher Education Business & Community Survey (HEBCIS); Higher Education Innovation Fund (HEIF), and Knowledge Exchange Concordat (KEC), working closely with the Director and other relevant colleagues in order to achieve the best results for Sussex. The role holder will ensure the University is best positioned to meet its institutional KPIs in the area of Knowledge Exchange and enterprise and will manage regular reporting and communications about all aspects of the University's KE successes, ambitions and offers to a variety of internal and external audiences.

### **PRINCIPAL ACCOUNTABILITIES**

1. Preparation of all submissions, briefing, communications, advice and guidance on matters relating to the KEF, KEC, HEBCIS, and HEIF, including acting as the University's operational contact in those areas.
2. Monitoring and promoting KE performance, ensuring adherence to statutory and regulatory requirements in Knowledge Exchange for audit purposes.
3. Promotion of the University's KE portfolio and achievements - both internally across the University and to relevant external audiences, working in close partnership with the University's Schools and External Relations Division.

### **KEY RESPONSIBILITIES**

1. Act as the institutional key contact and expert in all matters relating to the KEF, KEC, HEIF, HEBCIS and accountability for knowledge exchange funding, providing advice and guidance to all levels of the institution, working to satisfactorily resolve complex technical issues.
2. Ensure all University policies, procedures and records are aligned with regulatory guidance on all aspects of knowledge exchange, including government statute, developing new policies and systems where needed to enhance the University's KE portfolio.
3. Horizon scan for new directions in policy and higher education practice relating to knowledge exchange and ensure the University is well prepared for anticipated changes.
4. Ensure the University's presentation and communication of its KE portfolio and ambitions are actively promoted – on-line, in print and in live exchanges to targeted audiences, working closely with colleagues in External Relations and across the Schools. This includes identifying areas for improvement and proposing appropriate measures to address them.

5. Prepare ad hoc and regular management reports to regulatory bodies and internally on KE performance relating to the KEF, KEC, HEBCIS, and HEIF management.
6. Work with internal stakeholders across the University to promote a culture of compliance and best practice towards area of expertise on knowledge exchange, designing and delivering training and development interventions to support staff and students as needed.
7. Maintain and update information systems in line with the Data Protection Act and ensure accurate recording of query types and suggestions ideas for improvement.
8. Carry out any other related duties appropriate to the role whenever reasonably requested.

## **PERSON SPECIFICATION**

### **ESSENTIAL CRITERIA**

1. Degree or other equivalent qualification, or relevant level of experience, as appropriate to the subject area
2. A working knowledge of programme and performance management tools and techniques
3. A proven track record of effective management skills in relation to large and complex budgets, office systems, communications, business planning and organisational skills, including project management.
4. An understanding of knowledge exchange and the wider policy environment in which universities operate.
5. 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.
6. 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.
7. Analytical skills with the ability to generate effective solutions and make effective decisions.
8. Effective IT Skills on MS platform.

### **ESSENTIAL ROLE-SPECIFIC CRITERIA**

1. Proven track record of implementing programme and performance management tools and techniques to drive timely completion of projects and outcomes.
2. 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.

### **DESIRABLE CRITERIA**

- Two years' experience in a comparable role in a university or similar environment.