



## 1 Advertisement

**Post Title:** Senior Knowledge Exchange Officer

**School/department:** The Schools of Engineering and Informatics, Mathematical and Physical Sciences

**Hours:** Full time hours up to a maximum of 36.5hrs. Requests for flexible working options will be considered (subject to business need).

**Contract:** permanent

**Reference:** A0021

**Salary:** starting at £32,411 to £36,333 per annum pro rata if part time.

**Placed on:** 04 April 2023

**Closing date:** 19 April 2023. Applications must be received by midnight of the closing date.

**Expected interview date:** to be confirmed

**Expected start date:** to be confirmed

This is an exciting opportunity to join the University of Sussex Science schools as a Senior Knowledge Exchange Officer working with two innovative and research-intensive schools. The role holder will:

- Work on a variety of important, externally facing projects with the goal of maximising the impact of Sussex research and expertise in the local community, the economy and wider society.
- Support academic staff with knowledge exchange activity, including public engagement activity, across the school/school group.
- Work closely with the School's Business Partnerships Manager to maximise the University's Knowledge Exchange Framework (KEF) results through proactively building income-generating relationships between academics and external organisations.
- Represent and champion the school and its world-leading research and expert capability when liaising between external, non-academic organisations (such as businesses, charities, and public sector bodies) and the University.

Please contact Nile Amos [N.J.Amos@sussex.ac.uk](mailto:N.J.Amos@sussex.ac.uk) for informal enquiries.

**A scientific qualification or background is not a requirement for this post; we are a team with varied backgrounds, interests, education, and experiences.**

The University is committed to equality and valuing diversity, and applications are particularly welcomed from women and black and minority ethnic candidates, who are under-represented in academic posts in Science, Technology, Engineering, Medicine and Mathematics (STEMM) at Sussex.

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

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Please note that this position may be subject to [ATAS clearance](#) if you require visa sponsorship. 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.*

You can find out more about our values and our EDI Strategy, [Inclusive Sussex](#), on our webpages.

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

## 2. The schools

Please find further information regarding the school/division at:

<http://www.sussex.ac.uk/mps/>

<https://www.sussex.ac.uk/ei/>

## 3. Job Description

**Job Description for the post of:** Senior Knowledge Exchange Officer

**Department:** Schools of Engineering and Informatics, Mathematical and Physical Sciences

**Section/Unit/School:** Schools of Engineering and Informatics, Mathematical and Physical Sciences

**Location:** Brighton, UK

**Grade:** 6

**Responsible to:** Senior Research Manager

**Responsible for:** n/a

### PRINCIPAL ACCOUNTABILITIES

The role holder will provide up to date and accurate information, advice, and guidance on opportunities to increase the impact of school research through external partnerships, to researchers, managers, and staff at all levels. You will work closely with the wider Innovation and Business Partnerships team to ensure a coherent approach to project development, external relationships across the University, with a focus on medical and life sciences.

- Support the Business Partnership Manager to increase income to the school through partnerships with external organisations.
- Be the first port of call for all KE queries from academics, and external organisations who want to work with the school. Direct enquiries to the relevant area of the

school/university in a timely and efficient manner.

- Provide information, advice, and guidance on a range of knowledge exchange activities to academic staff within the school in the context of the Knowledge Exchange Framework and the University's Higher Education Innovation Fund.
- Work closely with the central Innovation & Business Partnerships team to ensure a coherent and consistent approach to KE activity is taken across the University.
- Maintain comprehensive records of innovation and commercialisation projects within the school -tracking income, expenditure, technical progress, external engagement, external relationships, and emerging opportunities on all projects –for regular reporting the School's Management Team and centrally through to Research & Knowledge Exchange Committee.
- Develop and maintain effective relationships to engender confidence and trust in the advice provided.

### **KEY RESPONSIBILITIES**

- Proactively seek out new opportunities for academics to engage in knowledge exchange activities (i.e., patenting of an invention, licensing, or consultancy).
- Confidently advising line managers, researchers and staff members, using appropriate methods of communication tailored to the audience (I.e. academics at all levels from professors to early career researchers and PHD students, CEOs, SMEs charities and public sector workers), answering straightforward questions or researching regulations, policies, interpreting procedures to answer more complex questions, or redirecting as appropriate, sometimes in situations where feelings may be running high.
- Developing and maintaining productive and collaborative relationships with, managers, colleagues, and other service areas demonstrating professional credibility and ensuring key people are kept up to date with KE activities, within and beyond the university.
- Acting as a first port of call for all KE queries from academics, and external organisations who want to work with the school. Directing queries to the relevant colleagues.
- Increasing the level of understanding around knowledge exchange within the school resulting in more academics engaging in knowledge exchange activities.
- Being creative in producing training material, website content, delivering workshops, and supporting senior colleagues where appropriate in developing the knowledge and understanding of academics.
- Proactively contributing to the school and wider university KE culture through attending strategy and planning meetings and committees.
- Maintaining and updating information systems in line with the Data Protection Act and ensuring accurate recording of query types and suggesting ideas for improvement.
- Preparing ad hoc and regular management reports on the use of the service area to aid the improvement of processes and understanding of the services provided.
- Undertaking any other duties that are within the Senior Knowledge Exchange Officer skills and abilities whenever reasonably requested.

## **Dimensions**

- The post holder reports to the Senior Research Manager and works in close cooperation with the school/s Business Partnership Manager and the Innovation and Business Partnerships team; working under comprehensive direction within a clear framework the post holder will manage their own work and achieve their agreed objectives. In doing this they ultimately support the achievement of the strategic and operational goals of the University, Professional Services & their School/s. The post holder will be expected to work collaboratively across the University and with key stakeholders to deliver single team working that efficiently and effectively supports the achievement of those goals and objectives.
- Support achievement of the school's compliance with all applicable statutory and regulatory compliance obligations, including (but not limited to): UKVI, Health & Safety, the Prevent Duty, data protection, Competition and Markets Authority requirements and equal opportunities, as appropriate to the grade and role. Additionally, to promote good practice in relation to university policy, procedure, and guidance in relation to those compliance matters in respect of students, staff, and other relevant parties.

This Job Description sets out current responsibilities of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

## **4. Person Specification**

### **ESSENTIAL CRITERIA**

1. Good secondary education.
2. Excellent stakeholder management and interpersonal skills and an ability to work closely with other people at all levels of seniority, both within and outside of the Universities.
3. Ability to plan, manage and prioritise own workload, respond to changing priorities and deliver innovative solutions to deadlines maintaining a consistently high standard of service and meeting client needs.
4. Effective oral and written communications skills to work with colleagues and customers providing information and responding to questions and queries.
5. Ability to work flexibly within a small team and on own initiative.
6. Competent IT skills to effectively manager own workload –MS Suite.
7. Ability to learn the legal and regulatory framework which governs university knowledge exchange landscape at pace.
8. A desire to be creative, make suggestions and actively contribute to the developing knowledge exchange and landscape and strategies at Sussex.

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

Good understanding of knowledge exchange in higher education, the benefits it brings to academic research, the university and wider society.