

1 Advertisement

Post Title: Programme Consultant (Sussex Knowledge Exchange and Impact Programme)

School/department: Research and Enterprise

Hours: part time hours considered up to 0.8 FTE. Requests for flexible working options will be considered (subject to business need).

Location: Falmer House / Hybrid

Contract: Fixed term until 31 July 2025

Reference: 20216

Salary: starting at £36,333 to £43,155 per annum, pro rata if part time

Placed on: 03 April 2023

Closing date: 20 April 2023. Applications must be received by midnight of the closing date.

Expected interview date: 01 May 2023

Expected start date: As soon as possible.

This is an exciting opportunity to support the delivery of the Sussex Knowledge Exchange and Impact Support Programme. This new initiative is delivering a University-wide framework to support, foster and maximise impact from research and knowledge exchange by generating tangible collaborations with non-academic stakeholders.

The Programme Consultant will share responsibility for co-ordinating this new exciting and innovative Programme with the External Stakeholder Relationship Advisor, and will lead on a broad set of activities, including overseeing the Programme budget, managing an Open Funding Call for projects, secondments and placements, and networks, and coordinating the monitoring and evaluation of grants.

The successful candidate will be an expert in embedding an impact culture in a university setting and will be able to apply their project management experience to developing business plans in response to new funding opportunities.

Please contact Debbie Foy, Senior Research Initiatives Manager, on D.Foy@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 School / Division

Please find further information regarding the Research and Enterprise Services division at www.sussex.ac.uk/staff/research

3. Job Description

Job Description for the post of: Programme Consultant (Sussex Knowledge Exchange and Impact Programme)

Department: Research Development and Initiatives

Section/Unit/School: Research and Enterprise

Location: Falmer House / Hybrid

Grade: 7

Responsible to: Senior Research Initiatives Manager

Responsible for: N/A

Role description:

The postholder will play a key role coordinating a new programme of University-wide initiatives to increase impact from research and knowledge exchange (KE) conducted at the University of Sussex. This role will work closely with teams leading on research culture, research impact and business partnerships and innovation.

Specifically, this role will coordinate the delivery of our new initiative – the Sussex KE and Impact Support programme. This new initiative is delivering a University-wide framework to support and foster impact from research and knowledge exchange and contributing to the implementation of the University's Knowledge Exchange and Impact Strategy. The aim of the Sussex KE and Impact Support programme is to generate tangible collaborations to ensure that the impact of our research, especially interdisciplinary research, is maximised.

The Programme Consultant will work closely with the Deputy Pro-Vice Chancellor for Knowledge Exchange and the Director for Innovation and Business Partnerships, as well as teams leading on research culture and research impact. They will share responsibility for co-ordinating this new exciting and innovative Programme with the External Stakeholder Relationship Advisor, and will lead on a broad set of activities, including coordinating the Programme, managing an Open Funding Call for projects, secondments and placements, and networks.

As an expert in embedding an impact culture in a university setting, they will apply their project management experience to developing business plans in response to new funding opportunities, coordinating the monitoring and evaluation of grants, and overseeing the Programme budget.

This part time post (0.8FTE) and the programme of activities runs until 31 July 2025.

PRINCIPAL ACCOUNTABILITIES

- Provide objective and expert coordination of the Sussex KE and Impact Programme, working in collaboration with existing activities led by the Innovation & Business Partnerships, Research Culture, and Research Impact teams. Specifically they will:
 - develop plans for the Programme, managing and monitoring its delivery.
 - establish priorities for the Programme team, and co-ordinate the team's activities.
 - undertake effective management of the Programme budget.
 - To use relevant information systems to capture, manage and report on Programme activity.
 - Record full and accurate information, enabling the generation of metrics and other relevant data for external and internal reporting (eg annual HE-BCIS returns).
 - Prepare reports for the University's Knowledge Exchange Steering Group and other relevant bodies (e.g. Research and Knowledge Exchange Committee).

- Develop and run the Open Funding Call programmes that support the implementation of the Knowledge Exchange and Impact Strategy, to complement other internal development and funding programmes. In liaison with other colleagues and experts they will:
 - Oversee the day to day administration of the funding, including pre and post award activities.
 - Co-ordinate the management of interventions with other internal initiatives geared towards similarly building knowledge exchange and impact across the University.
 - Coordinate the application, review and award processes associated with the programme funding stream.
 - Be the first point of contact for all enquiries in order to provide advice and direction to potential applicants.
 - Provide costing advice to potential applicants.
 - Review financial requests in all submitted bids highlighting anomalies and addressing these directly with the Principal Investigator to support the application process.
 - Post award, respond to enquiries from project leads as and where necessary.
 - Work with the university Schools to ensure that opportunities to work with the fund are realised.
 - Collect agreed performance data and prepare performance reports on a quarterly basis to support the KE Steering Group, dovetailing with the quarterly KE reports produced by the Innovation & Business Partnerships team.
 - Connect work into the External Stakeholder programme as and where appropriate to ensure that the aspirations of the business plan are realised.

- In liaison with other colleagues and experts (in particular the business partnerships, research culture and research impact teams) coordinate the development and implementation of a Programme communications plan, including to:
 - Design and deliver a communications plan to promote wider understanding within the University and beyond of the successes and achievements of the Sussex KE and Impact Programme using a range of mediums to do this and ensuring a consistent and complementary approach to wider KE and Impact communications
 - Work with funded projects to develop case studies to support effective communication at project level.
 - Develop relationships with the University's Communications, Marketing and Advancement team, relevant teams within Research and Enterprise that coordinate Impact and Research Culture and the Innovation & Business

Partnerships team, in order to support delivery of the Programme's communications plan as part of institutional KE and Impact communications programmes.

- Maintain the internal web pages to ensure that it effectively supports people to engage with the scheme.
- To work closely with the Deputy PVC Knowledge Exchange to report Programme progress and outcome to the KE Steering Group, and oversee the administrative support for the proceedings of the KE Steering Group as relevant.
- To work closely and collaboratively as part of the Programme team, and with the Research and Enterprise team to ensure effective and co-ordinated approaches to business and community engagement and research and knowledge exchange impact.
- To work closely with the Directors of Research and Knowledge Exchange and Impact Leads in the relevant Schools, ensuring the Programme generates maximum impact across the University.
- To support the implementation of improvement solutions through planning and project management.

KEY RESPONSIBILITIES

- Develop and maintain effective relationships across the organisation to engender confidence and trust in the advice provided at all stakeholder levels.
- Provide advice to academics and professional service colleagues on best practice based on regularly updated knowledge within own area of expertise.
- Identify and document the Programme development and delivery, identifying any specific issue or query to be investigated.
- Monitor and report on Key Performance Indicators, to assist in the identification of risks, errors, problems and improvement opportunities
- Provide expertise and support in understanding the impact of the recommended action and help to build plans for implementation.
- Support the Programme team on the production and maintenance of project plans for solution implementation and ensure that these are shared with key stakeholders
- Lead the design and delivery of Programme materials for implementation where appropriate
- Where required, represent the University and the Programme at events, and when appropriate deliver coaching and training.
- Work closely with relevant teams across the organisation encouraging sharing of best practice and collaboration in improving processes and procedures.
- To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

Dimensions

- This role has oversight for Sussex KE and Impact programme budget.
- This role does not have any line management responsibility.
- This is a fixed term appointment until 31 July 2025 and is a part time post (0.8FTE).
- The post holder reports to the Senior Research Initiatives Manager working under general direction of the deputy Pro Vice Chancellor Knowledge Exchange and professional leadership of the Director of Innovation and Business Partnerships. Operating within a clear framework the post holder will manage their own work to achieve their agreed objectives. The role holder will play a key role in supporting the

RES Divisional leadership team to achieve the strategic and operational goals of the University, Professional Services & their Division. The post holder is 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.

- The role will, as appropriate, support achievement of RES Division 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, they will 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.
- The postholder will balance effectiveness and cost-efficiency in the management of the budgets you are accountable for, demonstrating compliance with Value for Money and Return on Investment principles to support the University's strategic aim to achieve a world-class standard of teaching and research by managing our resources effectively and efficiently.

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. Of graduate calibre with relevant professional qualification or experience.
2. Strong planning and organisational skills, including project management and budget management.
3. Effective time management skills.
4. Well-developed interpersonal skills with the ability to quickly build rapport with the ability to effectively influence other in area of expertise, effectively contribute to team working.
5. Effective oral and written communications skills to work with colleagues and customers providing information and responding to questions and queries, with the ability to present complex ideas in a way that can be understood by the audience.
6. Ability to work flexibly within a small team and on own initiative.
7. Competent IT skills to effectively manager own workload – MS Suite. Experience using functional databases.

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. Excellent working knowledge of area of expertise.
2. Understanding of HE impact and knowledge exchange agenda and associated funding
3. An understanding of routes to impact, including through policy and the commercialisation process.
4. Experience of university-non-HEI collaboration development.
5. Experience of capacity building, developing training material and leading presentations.
6. Proficient networker, able to build relationships at a high level.
7. Self-motivator, able to work under pressure and to meet deadlines.

DESIRABLE CRITERIA

1. Substantial experience in a similar role.
2. Substantial experience working in a university or similar environment.
3. Experience of line management.