



1 Advertisement

Post Title: Senior Knowledge Transfer Partnerships (KTP) Officer

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

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

Contract: permanent

Reference: 8555

Salary: starting at £31,411 to £35,333 per annum, pro rata if part time

Placed on: 16 September 2022

Closing date: 17 October 2022. Applications must be received by midnight of the closing date.

Expected Interview date: to be confirmed

Expected start date: to be confirmed

An exciting opportunity has arisen for a Senior Knowledge Transfer Partnerships Officer to join the Innovation and Business Partnerships team at University of Sussex to support and develop our growing KTP portfolio.

Working with industry partners and academic colleagues you will support and develop the University's portfolio of Knowledge Transfer Partnership (KTP) projects and associated new programmes such as the Accelerated Knowledge Transfer to Innovate (AKTP2I). You will work with all partners involved to ensure the requirements set by the funder, Innovate UK, are met to a high standard.

The post holder will also be responsible for providing up to date and accurate management, regulatory and policy advice and guidance to students, staff and businesses on the services, procedures and policies relating to Knowledge Transfer Partnerships.

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/>

Please contact Kate Thorpe - Email K.Thorpe@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 school/division at <https://www.sussex.ac.uk/collaborate/>

3. Job Description

Job Description for the post of: **Senior Knowledge Transfer Partnerships (KTP) Officer**

Department: Research & Enterprise / Innovation & Business Partnerships

Grade: 6

Responsible to: Senior Business Partnerships Manager

ROLE DESCRIPTION

The Senior Knowledge Transfer Partnerships Officer will support and develop the University's portfolio of KTP projects and initiate new programmes, working with all partners involved to ensure the requirements set by Innovate UK are met to a high standard.

The post holder will also be responsible for providing up to date and accurate management, regulatory and policy advice and guidance to students, staff and businesses on the services, procedures and policies relating to Knowledge Transfer Partnerships.

PRINCIPAL ACCOUNTABILITIES

- To increase the Universities KTP portfolio in line with agreed targets by 2025
- To provide information, advice and guidance on KTPs to academics, professional services colleagues and external business partners
- To assess queries and issues arising from existing Knowledge Transfer Partnership (KTP) projects, advising on solutions and linking with relevant operational teams both at the University and in liaison with the regional Knowledge Transfer Network Advisor
- Develop new KTP leads and maintain effective relationships post award with existing portfolio of projects and partners, to engender confidence and trust in the advice provided

KEY RESPONSIBILITIES

- 1. To be the first port of call for all Knowledge Transfer Partnerships enquiries confidently advising external business partners, academics and professional services colleagues using appropriate methods of communication**
 - i. To present and facilitate meetings/workshops with groups of all sizes to develop understanding of procedures and policies surrounding KTPs.
- 2. To develop and maintain productive and collaborative relationships with managers, colleagues and other service areas, academics, business partners, regional Knowledge Transfer Network Advisers and colleagues from other Universities through the Knowledge Transfer Network Forum demonstrating professional credibility**
 - i. To develop and maintain an in-depth understanding of Knowledge Transfer Partnerships, and the work of Innovate UK, KTN and the Knowledge Exchange Framework
 - ii. To keep up to date information regarding KTP best practice, related legislation and policies and to share knowledge with the Innovation and Business Partnerships team
- 3. To develop KTP leads with Business Partnerships and Knowledge Exchange Managers to ensure opportunities are realised and appropriate advice is given**
 - i. To prepare regular management reports for funders Innovate UK on existing Knowledge Transfer Partnerships portfolio and to prepare regular and ad hoc reports demonstrating pipeline projects and activity to aid KEF and REF reporting and to aid the improvement of processes and understanding of the services provided
 - ii. To maintain and update information systems in line with the Data Protection Act, and ensure accurate recording of queries and suggested ideas for improvement
- 4. To Provide post-award support and advice to all KTP partners sharing project updates across the partnership and with managers and colleagues across the Innovation and Business Partnerships team**

Dimensions

- Report to the Senior Business Partnerships Manager, 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 and their Division. The post holder may 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 Division'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.
- 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 role does not have any budget responsibility.
- This role does not have any line management responsibility.
- This role does not have any responsibilities for equipment or premises.

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 (see role-specific criteria below).
2. Effective planning and organisational skills.
3. Well developed interpersonal skills with the ability to quickly build rapport
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 manage own workload – MS Suite.

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. Good working knowledge of the sales/business development process
2. Experience of project management
3. Evidence of successful project delivery outcomes
4. Excellent negotiation, organisational and interpersonal skills.

DESIRABLE CRITERIA

1. Two years' experience in a similar role.

2. Two years' experience working in a university or similar environment.
3. Knowledge and understanding of UK innovation policy, particularly Innovate UK
4. Proven track record of income generation.