Advertisement

Post Title: Knowledge Exchange Manager
School: Life Sciences
Hours: Full-time, though part-time hours may also be considered up to a maximum of 1 FTE. Requests for flexible working options will also be considered (subject to business need).
Contract: Fixed term until 30 Sept 2022
Reference: 5913
Salary: Starting at £33,797 to £40,322 per annum, pro rata if part time
Placed on: 17 June 2021
Closing date: 1 July 2021. Applications must be received by midnight of the closing date.
Expected start date: ASAP

The purpose of this post, which is part-funded by the Wellcome Trust, is to take forward the School’s Knowledge Exchange (KE) priorities, including the continuation of the School’s excellent public and community engagement programme. The post will enable the University to maximise its results in the Knowledge Exchange Framework (KEF); to diversify and grow its income streams; to increase its HEIF (Higher Education Innovation Fund) and improve its reputation for external engagement in a way that drives economic growth, innovation and social development.

The KE Manager will work with the School’s faculty to develop knowledge exchange activities across the scope of those defined under the Knowledge Exchange Framework (these are: public and community engagement, research partnerships, working with business, working with the public and third sector, skills, enterprise and entrepreneurship, local growth and regeneration, IP and commercialisation). The KE Manager will maintain oversight of key external relationships across the School and will work closely with the central Innovation & Business Partnerships team to ensure a coherent approach to project development, external relationships and the KEF is embedded across the University.

Job Context

The importance of University-led innovation to economic growth and global competitiveness has been a key plank of UK Government policy over the last decade. It has featured heavily in R&D funding programmes and now underpins the latest assessment regime for higher education - the Knowledge Exchange Framework (KEF). The KEF will benchmark university performance in working with businesses and the public sector to enhance its societal impact and grow the economic and entrepreneurial base of their regions. Higher Education Innovation Fund (HEIF) allocations to universities will in future be predicated on a university’s relative successes in these areas. Sussex has responded by prioritising Knowledge Exchange and business engagement in its strategic programme Sussex 2025.

This role forms part of the strategic priorities of the Sussex 2025 suite of policies, programmes and plans. It is aimed at preparing the University for the Knowledge Exchange Framework - including the establishment and embedding of measures to grow and diversify income from the University’s knowledge base, increase its Higher Education Innovation Fund receipts and improve its reputation as a strong regional player in business and economic development. These will deliver the solutions to achieve the best possible KE outcomes for the University.
**EDI statement:**
The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.

The School of Life Sciences is committed to increasing the diversity of its staff and providing an inclusive working environment. The School currently holds an Athena SWAN Silver Award, has developed a Race Equity Action Plan and hosts an active Equality, Diversity and Inclusion working group.

Applications are particularly welcomed from Black and minority ethnic candidates, and women, trans and non-binary candidates, who are under-represented in the School of Life Sciences.

Applications to posts from candidates who wish to work part-time or as job-sharers are welcome.

The University offers various schemes to provide real benefits to parents, these can be found at [Family Friendly Policies](#).

_Potential candidates are strongly encouraged to make informal contact with Sarah Guthrie (S.Guthrie@sussex.ac.uk) and Marc Williams (M.Williams@sussex.ac.uk) before applying._

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

2. **The School of Life Sciences**

The [School of Life Sciences](#) has a mission statement to enhance human health and environmental sustainability, through research, education and knowledge exchange. It undertakes research, teaching and engagement across a wide range of the Life Sciences, from Chemistry through a range of Biological and Medically-related Sciences to Conservation Biology. The breadth and depth of cutting-edge research and innovative teaching practice requires a diverse community who work across boundaries to deliver excellence.

The School is the largest in the University in terms of research activity, with an annual research income of c£16m, and is one of the largest in terms of student and staff population: The School has a teaching and research faculty of around 100, over 200 research fellows and technicians, and an administrative team of around 25. We aim to develop scientists that are able to connect with global issues and develop innovative solutions to the challenges that face the planet.

Academics within the School of Life Sciences apply their research to create impact in areas as diverse as addressing neurodegenerative diseases, saving endangered species, fostering sustainable agriculture and developing diagnostics for cancer and rare diseases. In the most recent Research Excellence Framework (REF2014), more than 96% of the School’s research was rated as ‘world leading’, ‘internationally excellent’ or ‘internationally recognised’, putting us above many Russell Group institutions. As part of our research impact, we have developed relationships with business, policy and community partners. Our vibrant post-graduate research community is made up of around 180 PhD students and they are key to our success, undertaking cutting-edge research across all of our areas of interest in the Life Sciences.

Research in the School of Life Sciences is structured into [six collaborative Subject Groups](#), led by a Subject Chair who is a leader in their field. These are Biochemistry & Biomedicine, Genome Damage and Stability Centre, Neuroscience, Evolution, Behaviour & Environment, Sussex Drug Discovery Centre and Chemistry. The Head of School (Professor Sarah Guthrie, in post since 2017) leads the Head of School Executive, which includes two Deputy Heads of School (one focussed on research, the other on education), the School Administrator and the Director of Technical Services. Wider School organisation and administration is overseen by the School Management Committee, which includes the Subject Chairs and others in Directorship roles.
The School’s teaching is firmly based on our research excellence and offers students an intellectually stimulating yet supportive experience, with opportunities for personal research experience and use of modern technology to enhance learning. The School has a population of around 1650 undergraduates studying a range of subjects across the School’s expertise. For each degree we offer a 3-year BSc and a 4-year integrated Masters (MSci or MChem). We also offer a Life Sciences Foundation Year, which is ideally suited for students whose A-level (or equivalent) qualifications don’t meet the requirements for direct entry on to our BSc/MSci degrees. We have a population of around 85 postgraduate taught students undertaking MSc or MRes courses across our subject expertise.

The School is committed to the University’s core values of kindness, integrity, inclusion, collaboration and courage. The Equality, Diversity and Inclusion Committee (with representation on the School Management Committee) promotes and encourages our values across the School, championing initiatives that meet the University’s goals of being Equal, Diverse, Accessible and Flexible. We currently hold an Athena SWAN Silver Award and have a BAME Awarding Gap Committee who closely liaise with the University’s Race Equality Charter committee. The School also hosts a wellbeing room and a multi-faith prayer room within its estate. We believe that equality, diversity and inclusion is everyone’s business and aim to provide a friendly and supportive environment for all who work, study and visit the School of Life Sciences.

3. Job Description and Person Specification

**Job Information**

**Job Title:** Knowledge Exchange Manager

**School:** Life Sciences

**Reports to:** Head of Professional Services for School (Marc Williams)  
Head of School (Sarah Guthrie) and Director, Innovation & Business Partnerships (Sue Baxter)

**Grade:** 7

**Key Duties & Responsibilities**

**KEY RESPONSIBILITIES**

1. **Engagement with academics, central R&E Services and KE colleagues across the University**

1.1 To support academics to develop, complete and deliver KE projects, including the maintenance and development of public engagement activities, brokerage with external organisations, reporting, trouble-shooting and signposting to / securing other resources.

1.2 To raise the profile of KE across the School on the public/civic engagement, collaborative, commercial, entrepreneurial and innovative aspects of the knowledge exchange agenda, in collaboration with KE colleagues across the university. This will include organising internal events and training to build academic awareness of and capacity in KE.

1.3 To work closely with the central Innovation & Business Partnerships team to ensure a coherent and consistent approach to KE activity is taken across the University.
2. External business relationships and entrepreneurship

2.1 To initiate, develop, manage and maintain client relationships with a key group of companies and public sector partners with a view to building collaborative partnerships generating income - using appropriate business relationship management systems and channels to enable the University to manage its corporate relationships in a consistent way.

2.2 To showcase the School’s expertise and capabilities to a wide range of external business, public sector and third sector stakeholders, for example, through organising events for a targeted business audience.

2.3 To initiate and support the commercialisation of research outcomes, development of enterprises and other income generating opportunities (eg from new intellectual property or non-accredited training programmes) - working in partnership with the University’s central Innovation team, the Careers & Employability Centre and Sussex Innovation Centre when appropriate.

3. Monitoring and reporting

3.1 To prepare written and verbal progress and performance reports on behalf of the School and to line managers in relation to activities undertaken and to provide information required for reporting to the KEF (Knowledge Exchange Framework) and HEBCIS (Higher Education Business & Community Interaction Survey).

3.2 To develop KE case study materials to demonstrate the success of the knowledge exchange activities to stakeholders and for the KEF.

4. Building and developing KE infrastructure

4.1 To develop and maintain effective systems for improving KE achievements and visibility within the School and to identify new opportunities for extending innovation and knowledge exchange for the benefit of academics

4.2 To identify and share best practice where found.

4.3 To keep abreast of the developments in the knowledge exchange policy and practice through networks of KE professionals.

Person Specification

ESSENTIAL CRITERIA

1. A proven record of activity in one or more areas of knowledge exchange, especially business engagement.

2. Demonstrable knowledge of the legal, regulatory and economic frameworks which govern the operational environment for businesses and the public sector.

3. Ability to communicate effectively and persuasively with managers in businesses and public sector organisations, including ability to analyse business needs and identify solutions, summarising key points to other people at all levels of seniority

4. Understanding of the policy and regulatory framework for universities relating to knowledge exchange and the HEIF
5. Excellent client relationship 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.

7. Skills and experience in project management

8. 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

9. Understanding of academic research and knowledge transfer practices, funding streams and motivations.

10. Ability to travel in the UK to visit business contacts and other partners if needed.

DESIRABLE CRITERIA

1. Degree or equivalent qualification or relevant professional experience relevant to the School’s portfolio.

2. Experience of working in a higher education or knowledge exchange environment

3. Experience in a management role and/or technology consulting / industrial / commercial / public sector environment with senior level interactions with client organisations