



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Innovation Support Coordinator, Research and Innovation Service



Salary: Grade 6 (£27,511 – £32,817 p.a.)

Reference: CSRIS1146

We will consider flexible working arrangements

Innovation Support Coordinator

Research and Innovation Service

Can you work collaboratively with others to achieve a shared objective? Do you have experience of bringing new people into complex projects? Do you want to play a key role in the development of the Knowledge Transfer Partnership portfolio at the University?

You will provide project support across the full range of Innovation Development activity with specific responsibility for the Knowledge Transfer Partnership (KTP) scheme. You will manage the support for KTP programmes, working with project partners and colleagues. You will manage KTP Associate relations for the scheme, working with partners and Human Resources to recruit for the projects, resolve issues and act as the HR first point of contact for Associates, Academics, and Businesses.

You will need to be able to use your own initiative and judgement to resolve issues and have the ability to work collaboratively with colleagues and partners to facilitate, promote and develop the KTP scheme.

What does the role entail?

As Innovation Support Coordinator your main duties will include:

- Providing project support across the full range of the Innovation Development Team's activities, being responsive to both internal and external enquiries and providing complex, specialist information;
- Overseeing a caseload of KTP programmes with a particular focus on the relationship between the University and its KTP partners and Associates, anticipating and responding to issues and negotiating and influencing partners to ensure the delivery of programmes;
- Monitoring KTP enquiries, providing high levels of customer service and facilitating successful project delivery with timely, specialist and nuanced advice (both written and verbal);
- Facilitating and attending KTP LMC meetings, taking formal minutes, participating in discussions, advising on University policy and KTP structure and processes, presenting finance statements, and answering queries raised;



- Directly inputting into management decisions affecting the direction of the central support provision for KTPs, working with colleagues and partners to develop and promote the scheme;
- Managing the KTP Associate recruitment process, including developing job descriptions, advertising, coordinating shortlisting, chairing interviews, negotiating start dates and salary, and ensuring relevant Visa processes are adhered to;
- Liaising with Academic and Company partners and utilising the support of central HR services, resolving complex issues around recruitment, terms and conditions, funding requirements and regulations, facilitating decision making between partners and ensuring actions are taken;
- Liaising with KTP Partners to ensure that the relevant employee probationary and development reviews for KTP Associates are undertaken on schedule, and that any HR issues raised by Partners are appropriately dealt with in accordance with the relevant procedures;
- Acting as first point of contact for KTP Associates, providing support with pastoral issues, helping Associates access further support and taking other actions as necessary in accordance with the University's duty of care to Associates;
- Establishing a network of Leeds KTP Associates to facilitate peer-to-peer support and the sharing of best practice;
- Actively contributing to the promotion of the KTP scheme, working with partners to coordinate KTP conferences and other events and developing marketing materials and online content;
- Working with colleagues in the Innovation Development Team, including close coordination with the Innovation Support Assistant, to ensure efficient and effective response to post-award project issues and enquiries, recommending and implementing improvements to processes and procedures;
- Leading on the preparation and dissemination of all KTP final reports, ensuring that Partners and Associates contribute in a timely fashion and disseminating any funder feedback to Partners;
- Initiating discussions with KTP Partners on further collaboration between the University and Company beyond the end of the KTP;
- Building, developing and maintaining networks with funders and other universities involved in KTP, gathering and sharing best practice;
- Horizon scanning of innovation funding opportunities and being proactive to stay informed of developments around KTP to develop the programme,



disseminating information and using initiative and judgement to inform service development and improvements to working practices and procedures, taking these forward as appropriate;

- Engaging proactively with external funding agencies, key stakeholders and partner organisations in association with identified funding opportunities and specific projects.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

What will you bring to the role?

As an Innovation Support Coordinator you will have:

- Experience of coordinating complex cross-organisational projects;
- Knowledge of recruitment standards and processes with the ability to manage a recruitment process from start to finish;
- An understanding of the challenges and rewards of cross-organisational partnership working, with the ability to work collaboratively and diplomatically with colleagues and partners to achieve objectives;
- A basic understanding of the Research and Innovation funding landscape;
- Excellent communication, negotiating and influencing skills, both written and verbal;
- Excellent administration skills, including fast and accurate typing for minute-taking;
- The ability to work independently and use own initiative and judgement to resolve complex issues and take responsibility for finding solutions to problems, seeking guidance where required;
- Excellent organisation with the ability to manage your own work to multiple deadlines and under time pressure;
- An empathetic approach with the ability to provide pastoral support;
- The flexibility to undertake UK travel and to work beyond normal working hours for meetings, if necessary.

You may also have:

- Experience of providing a Human Resources function, including running recruitment processes;



- A full UK driving licence enabling travel to businesses not accessible by public transport, or alternative means of travel;
- Experience of project and/or line management.

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

Contact information

To explore the post further or for any queries you may have, please contact:

John Parkin, Industrial Strategy Manager

Tel: +44 (0)113 343 2169

Email: j.r.parkin@leeds.ac.uk

Additional information

Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.



Any offer of appointment will be made in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

