



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Innovation Support Assistant, Research and Innovation Service



Salary: Grade 5 (£23,067 - £26,715 p.a.)

Reference: CSRIS1148

Fixed-term for 2 years due to specialist skills/project for a limited period

We will consider flexible working arrangements

Innovation Support Assistant

Research and Innovation Service

Can you work collaboratively with others to achieve a shared objective? Can you coordinate activities across multiple projects at the same time? Do you want to play a key role in the delivery of the Knowledge Transfer Partnership scheme?

You will provide support across the full range of Innovation Development activity with specific responsibility for the [Knowledge Transfer Partnership](#) (KTP) scheme. Your main focus will be on keeping our growing portfolio of live KTP projects on track and ensuring information across multiple simultaneous projects is kept up-to-date.

You will need to be able to use your energy, determination and communication skills to organise project meetings between busy and senior people from industry, funders and academia; and your administration and organisation skills to track key dates, share essential documents with project partners, take minutes, compile financial reports and set and monitor routine project tasks undertaken by other team members.

What does the role entail?

As Innovation Support Assistant 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;
- Keeping track of key dates and actions across the caseload of live KTP projects, assigning routine tasks, organising meetings, and producing and sharing minutes and reports;
- Acting as first point of contact for KTP enquiries, providing high levels of customer service and facilitating successful project delivery with timely advice (both written and verbal) or quick referral onto team members;
- Compiling financial claims and forecasts and preparing financial reports, alerting colleagues to any projected over- or under-spends, providing advice and discussing options for solving problems;
- Liaising with research support colleagues in Schools and Faculties to ensure funder requirements are fully met;
- 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 responding to queries raised;

- Working with team members to input into management decisions affecting the direction of the central support provision for KTPs, working with colleagues and partners to develop and promote the scheme;
- Working with the Innovation Support Coordinator to support the KTP Associate recruitment process;
- Working with the Innovation Support Coordinator in liaison with Academic and Company partners and central HR services to resolve complex issues around recruitment, terms and conditions, funding requirements and regulations, facilitating decision making between partners and ensuring actions are taken;
- Working with the Innovation Support Coordinator and 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;
- Working with colleagues to promote the KTP scheme, coordinate KTP conferences and other events and support the development and distribution of marketing materials and online content;
- Ensuring the team provides efficient and effective response to post-award project issues and enquiries, ensuring that improvements to processes and procedures are implemented;
- Working with the Innovation Support Coordinator to ensure KTP final reports are completed and submitted on time to the funder;
- Participating in networks with funders and other universities involved in KTP, gathering and sharing best practice;
- Participating in team discussions about service development and improvements to working practices and procedures, and taking these forward as appropriate;
- Engaging 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 Assistant you will have:

- Excellent organisational and project coordination skills, including the ability to prioritise and balance workloads, deliver results and meet deadlines under pressure;
- Excellent communication, negotiating and influencing skills, both written and verbal;
- Excellent IT and administration skills, including fast and accurate typing for minute-taking and a high level of proficiency in using Microsoft Office suite (Word, Outlook, Excel packages);
- Demonstrable ability to keep colleagues and partners engaged and on track, prompting and reminding where necessary, which may include effective use of information systems to enable collaborative working;
- Excellent numeracy skills and confidence in the handling and understanding of figures;
- Experience of preparing, analysing and presenting financial information accurately and methodically;
- The ability to work independently and use own initiative and judgement to resolve issues or consult with colleagues to do so;
- An understanding of the challenges and rewards of cross-organisational partnership working with the ability to work collaboratively with colleagues and partners to achieve objectives;
- The flexibility to undertake UK travel and to work beyond normal working hours for meetings and to ensure crucial deadlines are met, if necessary.

You may also have:

- Experience of coordinating several projects simultaneously;
- Experience of preparing financial reports;
- Experience of using Microsoft Dynamics, Microsoft Teams and associated systems;
- A full UK driving licence enabling travel to businesses not accessible by public transport, or alternative means of travel;
- Knowledge of University research administration software such as SAP;
- Experience of setting up, costing and managing grants;
- Experience of working within in a complex organisation.



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.

