



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Innovation Support Assistant, Research and Innovation Service



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

Reference: CSRIS1155

Fixed-term for 3 years as the post is funded through an external research development or other grant

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 colleagues to promote the KTP scheme, coordinate KTP conferences and other events and support the development and distribution of marketing materials and online content;
- 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);
- A proven 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;
- The ability to prepare, analyse and present 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 on occasion, 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

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.

