



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

**Knowledge Exchange Support Administrator
Research and Innovation Service**



Salary: Grade 5 (£23,487- £27,116 p.a.) or Grade 6 (£27,924 - £33,309 p.a.)

Appointment to a specific grade will be made dependent on skills and experience

Reference: CSRIS1210

We will consider job share and flexible working arrangements

Knowledge Exchange Support Administrator

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 Knowledge Exchange activity with specific responsibility for the [Knowledge Transfer Partnership](#) (KTP) scheme. Your main focus will be on managing our growing portfolio of live KTP projects on track, financial management and budget monitoring, developing, and maintaining internal and external processes and helping promote KTP to key stakeholders and ensuring information across multiple simultaneous projects is kept up-to-date and impact is captured and disseminated effectively.

You will need to be able to use your tenacity, initiative, planning, analytical and communication skills to manage multiple projects working closely with busy and senior people from industry, funders, and academia; and your organisation skills and financial acumen to track key dates, compile financial reports and develop and monitor processes and tasks undertaken by other team members.

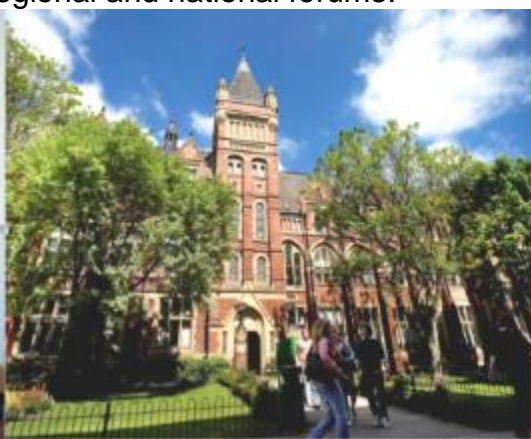
What does the role entail?

As Knowledge Exchange Support Administrator, your main duties will include:

- Providing full project support across the full range of the KTP team activities, including planning and coordinating activities between pre- and post-award functions as well as faculty research and innovation offices (FRIOs);
- Provide project lifecycle financial management of all projects including providing initial costings, budget forecasting, preparing financial statements, submitting claims, providing advice on financial processes and guidelines, and responding to queries;
- Establishing the KTP Office as the central point of contact for 'all matters KTP' and managing enquiries, providing high levels of nuanced and specialist customer service (written and verbal), and liaising with internal and external stakeholders as appropriate;



- Monitoring a caseload of KTP projects with a particular focus on relationship management across the partners, anticipating and responding to issues and negotiating and influencing partners to ensure successful and timeous delivery of projects. You will work closely with the Innovation Support Coordinator in providing an all-round KTP post-award service;
- Facilitating and attending KTP LMC meetings, taking formal minutes, participating in discussions, advising on university policy and KTP structure and processes, and answering queries raised;
- Effectively manage the delivery of the closure and completion of KTP projects, including compilation and submission of project Final Reports in line with funder requirements;
- Directly responsible for developing, implementing, and monitoring the KTP Office project management procedures, putting processes in place to improve service delivery, and using feedback from internal and external stakeholders to improve existing processes;
- Acting as the KTP Office lead on the implementation of the CRM, being a member of the Super User group working closely with colleagues from the Innovation and Business Engagement Team and, Nexus, to embed the CRM within the KTP Office processes and more widely across other services;
- In conjunction with the Knowledge Transfer Manager, develop and implement an internal and external engagement strategy to promote the KTP model internally (School-led events, Careers Fair, Postgraduate Symposia) and market the University of Leeds externally through business and innovation networks. Effectively develop and implement plan for using social media and digital marketing approaches to create and disseminate marketing materials and communicate the impact of KTPs to raise the profile of the university. Liaise with colleagues from the Public Engagement team and the KE team to develop best practice;
- Actively leading the KTP Office events programme which includes planning and organising the hosting of the Yorkshire & Humber regional group meeting; national practitioners conference, Associate conference and other events as required;
- Initiating and leading on the preparation of case studies and other post-project initiatives such as the annual KTP Awards, aimed at disseminating impact from completed projects;
- Building, developing, and maintaining networks with funders and other universities involved in KTP, gathering, and sharing best practice through participation in regional and national forums.



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.

If you are appointed at University of Leeds grade 5, a personal development plan will be put in place, which is anticipated to run over a three-year timescale. On satisfactory completion of this plan, you will advance to University of Leeds grade 6 subject to a successful promotion application

What will you bring to the role?

As a Knowledge Exchange Support Administrator at Grade 5, you will have:

- Excellent organisational and project management skills, including the ability to prioritise and balance workloads, deliver results, and meet deadlines under pressure;
- Excellent financial acumen and analytical skills and ability to analyse, interpret and forecast financial information to influence decision making;
- Excellent communication, negotiating and influencing skills, both written and verbal;
- Demonstrable ability to work collaboratively and form proactive relationships with colleagues and partners, both internally and externally, to achieve objectives;
- Excellent IT and administration skills, including experience of minute-taking and a high level of proficiency in using Microsoft Office suite (Word, Outlook, Excel packages);
- Experience of leading or supporting the development of effective and efficient working procedures;
- 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;
- The ability to work independently and use own initiative and judgement to resolve issues, and take responsibility for finding solutions, utilising existing support mechanisms where appropriate/required;
- The flexibility to undertake UK travel and to work beyond normal working hours on occasion, if necessary.



In addition, as a Knowledge Exchange Support Administrator at Grade 6, you will have:

- Experience of budget management and forecasting principles, including trends analysis;
- Experience of supporting grant funded projects in an administrative and/or financial capacity;
- Ability to use relevant databases and CRM systems, digital networking platforms and social media to connect with target audiences and promoting events and activities;
- Experience of implementing and monitoring change in team processes and functions, including using best practice to improve existing processes.

At both grades, you may also have:

- General marketing experience; writing articles/blogs, updating/maintaining appropriate social media;
- Experience of using pre- and post-award research grants management systems and understanding of Full Economic Costing (FEC) and budget forecasting principles;
- Direct experience of KTPs in Higher Education and / or experience of supporting grant funded projects within Higher Education;
- Understanding of the challenges and rewards of cross-organisational partnership working;
- Understanding of Higher Education in relation to Knowledge Exchange activities, including the challenges and rewards of business and academia partnership working, with the ability to work collaboratively and diplomatically with colleagues and partners to achieve objectives;
- A full UK driving licence enabling travel to businesses not accessible by public transport, or alternative means of travel.

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:

Blessing Mukonoweshuro, Knowledge Transfer Manager

Email: fbsbmuk@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.

