

Knowledge Exchange Manager

Job Reference:	Knowledge Exchange Manager 9082
Department:	Research, Enterprise and Knowledge Exchange
Grade/ Salary:	Grade 8
Contract Type:	Permanent
Hours:	35 hours per week (Full time)
Location:	New Cross, London

Goldsmiths

At Goldsmiths, we are committed to making a difference through our teaching, research and knowledge exchange. We are a campus-based university located in the London Borough of Lewisham. Goldsmiths is an important source of social, cultural and economic impact in Lewisham and the South East with some 10,000 students, 1,300 staff and an annual turnover of £126 million. We develop effective interactions between the College's research and teaching activities and business, which contribute to local, national and international social and economic well-being. As a leading arts, humanities and social science university, we produce the future leaders and talented individuals that are in demand from many of the fastest growing sectors in the UK. Our innovative research and knowledge exchange partnerships also inform growth and development locally, nationally and internationally.

We're looking for inspiring and talented people to help build on our global reputation while also growing personally in a true learning organisation.

We are happy to supply information in alternative formats for disabled applicants. Please contact hr@gold.ac.uk to make your request.



Passionate about advancing equality
and celebrating diversity.
Together, we are different



Department of Research, Enterprise and Knowledge Exchange

The Research, Enterprise and Knowledge Exchange Department delivers the University's Research, Enterprise and Knowledge Exchange strategy. The Pro-Warden for Research and Enterprise provides academic leadership of this area and the Department is under the strategic management of the Director of Research, Innovation and Knowledge Exchange who reports to the Pro-Warden for Research and Enterprise.

In sum, the Department as a whole supports:

- the development of research and knowledge exchange bids;
- the financial management (and associated reporting) of the grants that are secured;
- the facilitation of partnerships between the academic research and external organisations in the private, public and third sectors, including contract research collaborations and consultancy projects;
- the University's compliance with codes of conduct, ethics and other statutory requirements;
- the development and delivery of the university's portfolio of unaccredited short courses and Executive Training.
- the University's REF submission;
- the commercialisation of Intellectual Property;
- Researcher Development – shaping and delivering training and mentoring that complements support from HR and academic departments;
- Policy-related activities;
- Business engagement programmes aimed at supporting growth and the development of new jobs, products and services;
- Civic engagement – working with our local community and stakeholders on the development of shared priorities and initiatives.
- Knowledge Exchange activities and associated reporting requirements.

Following a recent review of the structural capacities and capabilities within Research and Enterprise, we intend to develop the functions of Research, Enterprise and Knowledge Exchange to the benefit of Goldsmiths' strategic advantage, with the aims of:

- Building academic capacity;
 - Bringing together two previously distinct, but complementary teams – Research Services and Enterprise Office – to enable the synergies and joint working that will increasingly be required to enable the College to respond to the changed external funding landscape, particularly funding streams related to the Government's Industrial Strategy;
 - Enhancing our understanding of the strategic aims of grant bodies;
 - Being ready to respond to the timescales and specificities of Research, Enterprise and Knowledge Exchange funding opportunities;
 - Building local relationships, business relations but also relationships with other universities;
 - Developing clearer narratives about why Goldsmiths is the partner of choice for large consortium bids.
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About this role

The Knowledge Exchange Manager will support the development, delivery, communication and reporting of the Knowledge Exchange Concordat (KEC), as well as activities related to the monitoring of progress and the delivery of reports and data concerning the Knowledge Exchange Framework (KEF). The post holder will also take the lead in the HEBCIS data collection – its evaluation as well as its finalisation and submission, including internal reviews of the College's performance.

Working closely with colleagues within Research, Enterprise and Knowledge Exchange, together with colleagues from across the University, the post holder will be expected to create coordinated approaches to knowledge exchange which reflect the College's research and innovation strengths and priorities. A key priority for this role will also be identifying gaps in provision and making recommendations on how they should best be addressed.

We are seeking a self-starter, ideally with an established track record of working in the Higher Education sector in a relevant context. Flexible and versatile, your proven project management skills, together with experience of collaboration with professional and academic colleagues, will enable you to rapidly build effective relationships both internal and external to the College.

Job description

Knowledge Exchange Manager

Reporting to: Head of Civic Engagement

Responsibilities of the Post:

Planning and Delivery

1. Manage and co-ordinate the development and delivery of the Knowledge Exchange Concordat (KEC) evaluation and implementation plan, and support the development of Knowledge Exchange Framework (KEF) policies and reporting.
2. Be responsible for developing measures to monitor and evaluate the College's knowledge exchange performance, and to lead on the collection and analysis of this data.
3. Support and advise the College's Knowledge Exchange Concordat Action Plan Working Group and the Academic Lead for Knowledge Exchange, including the provision of reports and analysis.
4. Be responsible for the co-ordination and delivery of the HEBCIS data collection exercise.
5. Work closely with colleagues across the College, to create and ensure that there is a coordinated and planned approach to knowledge exchange activities.
6. Take the lead in drafting reports and submissions to external stakeholders on the College's knowledge exchange performance, activities and approach.
7. Provide reports and analysis to College Committees, senior staff and working groups.

8. Where appropriate, provide advice and intelligence on relevant KE activities to strengthen new and existing civic engagement priorities.

Support decision making

9. Provide analysis and regular reports to College Committees, senior staff and working groups, in order to inform the College's understanding of the external KE environment in which it is operating, as well as how well it is performing compared to comparator universities.
10. Support the annual planning process for Research, Enterprise and Knowledge Exchange and inform the University's broader planning process.

Communications and relationships

10. Work proactively with academic departments and other professional service teams to identify promising initiatives and examples of best practice.
11. Contribute to the development of a compelling narrative of the University's strengths for internal and external audiences and stakeholders, including the development of case studies and content for the website.
12. Promote the benefits of knowledge exchange to academic departments.
13. Identify and take forward opportunities to promote the College's knowledge exchange activities to potential funders and external partners.
14. Represent the University at external meetings.
15. Deputise for the Head of Civic Engagement and the Director of Research, Innovation and Knowledge Exchange as appropriate.

These duties are a guide to the work that the post holder will initially be required to undertake. They may be changed from time to time to meet changing circumstances.

Person Specification

The Desirable column shows additional attributes which would enable the applicant to perform the role more effectively with little or no training. They are not essential, but may be used to distinguish between applicants.

	Essential	Desirable
Qualifications		
First Degree or equivalent professional qualification	√	
Experience		
Successful track record of project delivery	√	
Experience of working in or with academic researchers		√
Demonstrable experience of establishing effective working relationships and partnerships across multiple stakeholders	√	
Experience of working within a project and matrix management environment	√	
Knowledge		
Up to date knowledge of knowledge exchange policies and practices in the HE sector	√	
Good knowledge and understanding of the HE sector, including a range of HE research funders	√	
Good knowledge and understanding of the private sector		√
Skills		
Excellent written and oral communication, presentation and organisational skills	√	
Ability to balance conflicting requirements and maintain the team's focus on key priorities	√	
Ability to identify and implement innovative and creative solutions to resolve problems or realise opportunities	√	
Excellent analytical skills.	√	
Proven track record of influencing and of building productive relationships and partnerships with internal and external stakeholders.	√	
Ability to be an effective member of a team and work beyond departmental boundaries.	√	
Ability to work independently and be self-reliant	√	
Good negotiating and influencing skills	√	

Ability to manage and prioritise the post's workload	√	
Ability to adapt to changing priorities and timescales	√	