RESEARCH AND INNOVATION DIVISION

EIRA Knowledge Exchange Manager (Three Year Fixed Term Contract)
Ref: ALC750

The Post

EIRA (Enabling Innovation: Research to Application) seeks to build knowledge connectivity across eastern England to improve business productivity through innovation. The consortium will support business cluster development, growth and new product or service innovation with a focus on three themes – Digital Creative, Artificial Intelligence and Biotech – to complement the ambitions of the region's economic strategy and the national Industrial Strategy.

EIRA will accelerate cluster growth to generate a more fertile supply chain and improve the attractiveness of the region to inward investors. In addition, the consortium will harness the combined capacity to support an expansion in Knowledge Exchange activities across the region.

EIRA is led by the University of Essex and will be delivered in collaboration with the Universities of Kent and East Anglia and in partnership with the University of Suffolk, Writtle University College, Norwich University of the Arts, Harlow College, BT, Digital Catapult, TechEast, AgriTech East, New Anglia LEP and South East LEP. The three core partners – Essex, Kent and East Anglia – are each leading KE work on one of the three sectors, which will draw on academic expertise from all partners across the EIRA network to meet the aims of the project.

EIRA is funded from the first round of the HEFCE Connecting Capability Fund, which aims to incentivise university collaboration in research commercialisation to contribute to the delivery of the Government's Industrial Strategy.

The Knowledge Exchange Manager will be instrumental in the development and management delivery of the project. They will oversee a small team and ensure strong links are made with the existing Innovation team and related activities at UEA and with the other EIRA staff at the Universities of Essex and Kent.

The successful candidate will have access to a strong and vibrant innovative community, and will have the support of an able and proactive innovation management team. Within this framework the successful candidate will have the opportunity to use their project management expertise to facilitate and develop the intended outcomes of the project.

Informal Discussion

For an informal discussion please contact Jon Carter, Head of Innovation on 01603 591577 or e-mail j.carter@uea.ac.uk or Karen Smith, Relationship Manager on 01603 593147 or email Karen.l.smith@uea.ac.uk

Job Description

A job description is attached as **Appendix A**. The precise duties will be agreed in discussion with the Manager.

Person Specification

The person specification for this post is attached as **Appendix B.**

GENERAL

Salary

Salary will be £41,212 to £47,722 per annum on Grade 8 on the single salary spine. The normal expectation is that starting salary will be at the minimum of the advertised salary scale.

Starting Date

The post is available immediately on a full-time (1.0fte) basis for a fixed term period of three years.

Terms and Conditions

Full details of terms and conditions of employment for Administrative, Library and Computing (ALC) Staff will be made available to the candidate to whom the appointment is offered.

Relocation Expenses

Relocation expenses are reimbursable under certain conditions.

Residence

The University is strongly committed to providing an excellent student experience and research environment, and it is expected that all staff will be available on campus to carry out their duties during the working week in support of these goals. Absences for significant periods are by agreement with the Head of School or Head of Division.

Annual Leave Entitlement

There is an annual holiday entitlement of six weeks plus statutory (8 days) and customary (6 days) holidays.

Superannuation

The post is superannuable under the Universities Superannuation Scheme.

Proof of Qualifications

The person specification for this post lists qualifications that are essential and/or desirable and you may hold some or all of these qualifications. Please note that if you are offered the appointment you will be asked to provide original certificates of these educational and professional qualifications. Please **DO NOT** provide these with your application.

Entitlement to Work in the United Kingdom

If you are shortlisted for interview you will be asked to bring to interview original documentary evidence of permission to work in the UK. Candidates invited to interview will be provided with a list of appropriate documents that can be provided as evidence. Please **DO NOT** provide this with your application.

Workers from outside of the EU may be eligible to work in this role subject to their immigration status. However, due to the nature of this role and the level of qualifications required, please note that immigration legislation will not allow the University to apply for a sponsorship certificate for this post.

Occupational Health Assessment

Appointment will be subject to a satisfactory Occupational Health Assessment to be carried out by the University's Occupational Health Service.

APPLICATION AND RECRUITMENT PROCESS

To apply for this vacancy, please follow the online instructions at: https://myview.uea.ac.uk/webrecruitment/

Your completed application should be submitted by **26 March 2018.**

Please note that feedback will not normally be provided to those applicants who are not shortlisted for this post

Equal Opportunities Monitoring Form

Please note that the application form contains an Equal Opportunities section which must be completed.

The Equal Opportunities information will not be made available to the selection panel and will not form any part of either the short-listing or decision making process.

Referees

In naming referees in your application, please provide only those who can immediately be approached and one of these must be your current employer, or if not employed your most recent employer.

<u>Interviews</u>

It is anticipated that interviews and tests will take place on **23, 24 and 26 April 2018** and candidates who have not heard by this date should assume their application has been unsuccessful.

Successful shortlisted candidates may be notified of their interview times by telephone and/or email and it is therefore essential you include both of these in your application.

Candidates should note that travel and incidental expenses incurred in attending the interview will not be reimbursed.

This document is available in alternative formats e.g. large print, disc and on-line. If you need this document in an alternative format please contact us on 01603 593034, fax 01603 593522, or email hr@uea.ac.uk

JOB DESCRIPTION – REF: ALC750

Role Title: EIRA Knowledge Exchange Manager

Grade: Grade 8

Service: Research and Innovation Division (RID)

Reporting to: Relationship Manager

About EIRA

EIRA (Enabling Innovation: Research to Application) seeks to build knowledge connectivity across eastern England to improve business productivity through innovation. The consortium will support business cluster development, growth and new product or service innovation with a focus on three themes – Digital Creative, Artificial Intelligence and Biotech – to complement the ambitions of the region's economic strategy and the national Industrial Strategy.

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EIRA is funded from the first round of the HEFCE Connecting Capability Fund, which aims to incentivise university collaboration in research commercialisation to contribute to the delivery of the Government's Industrial Strategy.

Job Function/Purpose:

The EIRA KE Manger will be instrumental in the development and management delivery of the project. They will oversee a small team and ensure strong links are made with the existing Innovation team and related activities at UEA and with the other EIRA staff at the Universities of Essex and Kent.

The successful candidate will have access to a strong and vibrant innovative community, and will have the support of an able and proactive innovation management team. Within this framework the successful candidate will have the opportunity to use

their project management expertise to facilitate and develop the intended outcomes of the project.

Duties and Responsibilities

- To support the Director of Research & Innovation Division and the Head of Innovation in the development and delivery of the EIRA project.
- To act as the main point of contact for all other project partners.
- To build strong and effective relationships with equivalent postholders at University of Essex and University of Kent.
- To manage the development of initiatives and strategies linked to the CCF funding.
- To liaise as appropriate with colleagues within the wider project to ensure the dissemination of information and good practise in a timely manner.
- To maintain awareness of EIRA's strategy and the resulting delivery plans, targets and outcomes.
- To work in partnership with the EIRA partners and other external stakeholders in order to achieve success in collaborations and deliver the programmes strategic goals, targets and outcomes.
- To promote EIRA and its opportunities to individual businesses and appropriate networks ensuring careful management of existing relationships.
- To develop and/or contribute to the marketing of EIRA and its constituent parts.
- To ensure that appropriate audit trails and records are maintained and reported as appropriate and when required to the relevant Committees and funders and to ensure that University of Essex who have overall accountability for the project receive required reporting in a timely and accurate manner.
- To maintain an awareness of EIRA's plans by promoting and communicating the vision and aims of EIRA to stakeholders, in order to foster a sense of shared purpose and collaborative working in support of EIRA goals, initiatives and plans.
- To work closely with other UEA staff, including but not limited to existing staff within the Research and Innovation Division to ensure that the EIRA programme is embedded into the activities at UEA.

The post will require extensive travel within the region, and occasionally nationally.

March 2018

PERSON SPECIFICATION – REF: ALC750

Post: EIRA Knowledge Exchange Manager Research and Innovation Division		Date: March 2018
Criteria	**Essential**	**Desirable**
Education	• Educated to degree level or equivalent in a relevant subject	• Management qualification • Project Management qualification
Experience	• Substantial recent experience of working in a comparable or transferable role • Experience of successful project management • Experience of working effectively with public sector bodies, business and the third sector • Able to demonstrate a track record of effective creative problem solving and development of ideas • Track record of successful relationship development with private and/or public sector partners in the context of knowledge exchange • Skilled at developing, maintaining and influencing internal and external networks, for the benefit of organisational aims • Ability to identify new opportunities that contribute towards EIRA's goals, initiatives and plans • Budgetary responsibility	• Success in participating in interdisciplinary and national collaborations • Experience of interacting with business sectors through impact activities or public engagement
Skills & Knowledge	• Excellent communication skills in English language • Good negotiation and presenting skills • Excellent interpersonal skills, and ability to inspire, connect, network and collaborate • Proven project management	• Competent in the use of MS Office packages, corporate systems and databases

	skills with the ability to implement effectively in the workplace whilst dealing with multiple priorities • Ability to exercise responsibility for service delivery and enhancement • Ability to work effectively and positively, both independently and as part of a team	
Personal Attributes	• Commitment to collaborative working • Ability to work sensitively with different people's needs • A keen interest in issues affecting productivity and growth in the East of England • Organised and methodical with the ability to adhere to strict deadlines and to organise own work to meet required targets • Ability to engage with and maintain credibility with all levels of staff • Politically astute • Willing to embrace ambiguity and complexity • Confident and professional in representing the University and the Division, particularly to external parties	