

RESEARCH AND INNOVATION DIVISION

EIRA Knowledge Exchange Fellow – EIRA Network (Three Posts, Fixed Term for Three Years)

Post One: Biotech – Full-Time (1.0FTE)
Post Two: Artificial Intelligence – Part-Time (0.5FTE)
Post Three: Digital Creative – Part-Time (0.5FTE)

Ref: ALC751

The Posts

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 KE 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 KE Fellow will lead the thematic work for one of the following themes; Biotech; Artificial Intelligence; and Digital Creative across the EIRA consortium to deliver a programme of innovation support through a combination of well-established and more novel methods. Working closely with all EIRA collaborators and partners, the KE Fellow will bring together research and expertise from across the consortium, build critical mass and coordinate with local KE teams and network partners. The successful applicant will increase and amplify the economic impact of sector expertise at EIRA partners within the local business community.

The successful candidate should have a demonstrable track record of working with business in the theme area, experience of an academic research environment, and

specialist knowledge in the relevant EIRA sector. Understanding of the specific challenges and the business landscape of Eastern England would be desirable.

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 (**pro rata for Post Two and Post Three**) 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 posts are available immediately 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, **pro rata for part-time posts**.

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**.

Candidates are invited to express a preference for which of the three posts they wish to apply for.

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.

Interviews

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: ALC751

Role Title:	EIRA Knowledge Exchange Fellow
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.

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 KE 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.

Job Function/Purpose:

The EIRA KE Fellow will lead the thematic work for the relevant theme: Biotech; Artificial Intelligence; and Digital Creative across the EIRA consortium to deliver a programme of innovation support through a combination of well-established and more novel methods. Working closely with all EIRA collaborators and partners, the KE Fellow will bring together research and expertise from across the consortium, build critical mass and coordinate with local KE teams and network partners. The successful applicant will increase and amplify the economic impact of sector expertise at EIRA partners within the local business community.

The successful candidate should have a demonstrable track record of working with business in the theme area, experience of an academic research environment, and specialist knowledge in the relevant EIRA sector. Understanding of the specific challenges and the business landscape of Eastern England would be desirable.

Duties and Responsibilities

- Co-develop and co-deliver annual plans for the relevant theme: Biotech; Artificial Intelligence; and Digital Creative to maximise the impact of EIRA interventions, ensuring a high level of responsiveness to the needs of local businesses.
- Collaborate with KE and academic colleagues located across Eastern England to deliver the aims of the EIRA programme.
- Support and contribute to the ambitions of productivity and growth in Eastern England as highlighted in the Government's Industrial Strategy and the Science and Innovation Audits (SIAs).
- Deliver specialist expertise to businesses in support of the EIRA theme and to complement the existing capacity of the partners.
- Develop and cultivate sustainable partnerships with both the business support community and directly with businesses to shape EIRA's sector activities during the programme and to ensure the impact of EIRA continues after its end.
- Closely collaborate with all EIRA institutions and other thematic KE Fellows at EIRA partners to identify opportunities for future collaboration.
- Contribute to the development and delivery of training and mentoring activities with academics across the institutions.
- Represent EIRA as required at business, community and other events and meetings.
- Develop knowledge and relationships as appropriate with existing sector groups and networks in the relevant theme: Biotech; Artificial Intelligence; and Digital Creative in order to further the success of the EIRA partnerships and the programme ambitions.
- Identify and explore funding streams, partnerships and opportunities for additional and leverage grant (e.g. Innovate UK) and commercial funding to amplify the impact of activities during the award, and sustain the network beyond the initial funding period.
- Contribute to the evaluation and reporting of EIRA programme activities.

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

March 2018

PERSON SPECIFICATION – REF: ALC751

Post: EIRA Knowledge Exchange Fellow Research and Innovation Division		Date: March 2018
Criteria	Essential	Desirable
Education	<ul style="list-style-type: none"> • Educated to degree level or equivalent in a relevant subject • Postgraduate qualification in a relevant subject (AI, Bio, DC) 	<ul style="list-style-type: none"> • Relevant sector/specialist qualifications
Experience	<ul style="list-style-type: none"> • Demonstrable track record of business engagement in relevant fields • Experience of working at the interface of business and academia • Demonstrable skills required to deliver innovation, research and development programmes (R&D) either in commercial or academic environment • Experience in working and liaising with multi-disciplinary teams • Relevant project delivery skills and experience 	<ul style="list-style-type: none"> • Experience of preparing and presenting proposals to potential clients • Experience of mentoring or coaching
Skills & Knowledge	<ul style="list-style-type: none"> • Knowledge of sectors relevant to theme, including understanding business landscape and key industry players 	<ul style="list-style-type: none"> • Understanding of the specific economic challenges of Eastern England

<p>Personal Attributes</p>	<ul style="list-style-type: none"> • Excellent communication, presentation and negotiation skills with the ability to gain credibility with businesses, academic colleagues, internal and external stakeholders • Demonstrable potential to establish positive and effective working relationships and partnerships with senior business leaders, colleagues, academic staff and a broad range of internal and external stakeholders to deliver against a complex portfolio of activities • Ability to work effectively and positively, both independently and as part of team • Commitment to collaborative working, particularly across disciplinary boundaries • Able to prioritise and organise workload, and think clearly under pressure and time constraints • Pro-active, self-motivated and self-reliant • Excellent planning skills, allied to well-developed analytical and problem solving skills • A strong commitment to the EIRA ambition to increase growth and productivity in Eastern England 	<ul style="list-style-type: none"> • Ability to identify new sources of funding to sustain EIRA over the long term
-----------------------------------	---	---