

Job Description

Role Title:	Associate Director Knowledge Exchange and Business Engagement
School / Dept:	Research and Knowledge Exchange
Reference:	MNGT31
Grade:	MGNT
Full or Part time:	Full time
Hours:	1.0 FTE / 36.25
Reports to:	Director Research & Knowledge Exchange

Overview

Based in the Research and Knowledge Exchange Directorate, the Associate Director of Knowledge Exchange and Business Engagement is a key role, providing leadership and strategic direction to support academic/non-academic partnership development and management to assist in the delivery of the University's ambitious new Strategy. This role requires a strategic, collaborative, and results-oriented individual with a proven track record in business engagement and knowledge exchange, able to lead and motivate a team to achieve ambitious goals.

The University of Salford is committed to promoting and championing a culture of diversity, fairness and equality for all our employees and potential employees. Applications are therefore welcomed from individuals of all backgrounds as we strive to reflect a rich diversity throughout our organisation.

Role Purpose

The Associate Director of Knowledge Exchange and Business Engagement will be responsible for leading the development and execution of strategies that strengthen collaboration between the university and external non-academic organisations. The goal is to maximise income, impact, and innovation through effective knowledge transfer and exchange. Aligned with the delivery of the Strategic Delivery Plan for Research & Knowledge Exchange, the role will provide strategic direction for knowledge exchange (KE) activities and oversee the Higher Education – Business and Community Interaction (HEBCI) return, with a focus on enhancing HEIF funding.

The Associate Director will play a key role in cultivating strong partnerships with academic schools and will collaborate closely with PVC Deans and Associate Deans to advance the knowledge exchange agenda, particularly in relation to income generation and performance.

Principal Duties & Responsibilities

Strategic Planning and Implementation:

- Support the Associate PVC Knowledge Exchange (APVCKE) in the development and implementation of the University's new delivery model for knowledge exchange, coordinating activity across teams within the university with responsibilities for KE income generation, work integrated learning and civic partnerships.
- With the APVCKE, develop and implement knowledge exchange strategies aligned with the university's Strategic Delivery Plan for Research and Knowledge Exchange, with a particular focus on the KPI to grow the KTP portfolio.
- Lead on the development of the HEIF Accountability Statement setting out the University's strategy for KE, and the associated annual reporting.
- Lead on the development of the narrative elements of the KEF, and the delivery of the Knowledge Exchange Concordat plan.
- Take responsibility for the development of internal funding schemes to grow KE activities which deliver return on investment.
- Identify and pursue new opportunities for knowledge exchange and partnerships.
- Oversee the management and support provided to existing knowledge exchange and partnership projects.
- Line management responsibility for two direct reports: Head of IP & Commercialisation; and Head of Business Innovation Services and with overall responsibility for the leadership of 12 staff members.
- Direct knowledge exchange and non-academic partnership process evaluation and improvement as part of the wider professional services process improvement

agenda, ensuring engagement with Schools and Professional Service Divisions to deliver effective implementation.

Stakeholder Engagement:

- Build and maintain strong relationships with non-academic external organisations (public, private and third sector).
- Maintain strong working relationships with School Associate Deans and research centre leads to improve KE pipeline, through robust, integrated academic and professional services support.
- Build and maintain effective working relationships with external HE, industry and local/regional government collaborators in the preparation and optimisation of strategic external and Salford-led institutional/regional bids
- Advocate for the university's research and knowledge exchange activities.

Project Management:

- Oversee the management and coordination of knowledge exchange and partnership projects, ensuring timely and successful delivery.
- Support the delivery of better value and greater efficiency to provide highest client satisfaction. Identify patterns and problem areas, and implement effective solutions to increase efficiency, through employing process improvement methodologies and the application of innovative thinking.

Talent Management:

- Lead and mentor a team of business engagement and knowledge exchange staff; provide training and development opportunities.

Data Analysis and Reporting:

- Oversee analysis of internal and external performance data for reporting to the University Leadership Team; work with the Director of Research and Knowledge Exchange to develop forward-looking KE and enterprise strategies and improvement plans.
- Oversight of the collection and reporting of management information relating to knowledge exchange and non-academic partnership activities, so as to ensure the tracking and monitoring of institutional KPIs relating to the HE-BCI return and the impact on HEIF funds.
- Establish specific performance expectations for the team, including measurable Key Performance Indicators, and ensure that mechanisms are in place for continuous assessment of service and quality standards.

General Duties:

- Deputise for the Director of Research and Knowledge Exchange as required.
- Represent the University at appropriate regional and national forums.
- Perform any other duties appropriate to the grade as may be required.
- Engage with the University's commitment to put our students first and deliver services which are customer orientated, represent value for money and contribute to the financial and environmental sustainability of the University when undertaking all duties and aspects of the role.
- Comply with the personal health and safety responsibilities specified in the University Health and Safety policy.
- Participate in professional development in order to ensure advancement of professional skills and knowledge.
- Promote equality and diversity for students and staff and sustain an inclusive and supportive study and work environment in accordance with university policy.

This role detail is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your Contract of Employment.

Person Specification

The successful candidate should demonstrate the following, which are 'Essential' (E) or 'Desirable' (D), and will be assessed by Application Form (A), Interview (I), Presentation (P), or Test (T), as indicated.

Qualifications

1. A good first degree or equivalent qualification.
(E) (A)
2. A PhD or equivalent relevant experience.
(E) (A)
3. A postgraduate management qualification
(D) (A)

Background and Experience

4. A proven track record of leading significant growth in KE related income, especially KTPs.
(E) (A) (I)
5. A strategic, collaborative, and results-oriented proven track record in business engagement and knowledge exchange.
(E) (A) (I)
6. A track record of contributing to and implementing transformational change, innovation, modernisation and continuous improvement of administrative processes, procedures, regulations and practices.
(E) (A) (I)
7. Strong stakeholder management skills with proven track record of successfully engaging and influencing internal and external staff at all levels.
(E) (A) (I)
8. A track record of partnership management, demonstrating mutual benefits.
(E) (A) (I)
9. Experience building and harnessing external networks relating to research & knowledge exchange, and gaining respect in the sector.
(E) (A) (I)

Knowledge

10. Demonstrable understanding of common University procedures and regulations in relation to knowledge exchange, partnerships, due diligence and finance, and experience of their implementation
(E) (A) (I)
11. The knowledge exchange policy and funding landscape, in the UK and nationally, and an ability to translate this into effective University strategies and actions
(E) (A) (I)
12. Academic governance and ethics and the requirements for implementation and compliance at the University
(E) (A) (I)
13. The management of and provision of support in the creation, identification and commercialisation of IP.
(D) (A) (I)

Skills and Competencies

14. Strong, positive, inspirational leadership and the ability to motivate and influence teams to deliver
(E) (A) (I)
15. Strong interpersonal, communication, political and influencing skills, and the ability to form effective relationships
(E) (A) (I)
16. An analytical and results orientated approach with focus on quality, efficiency and ROI.
(E) (A) (I)
17. Creative strategic development, problem solving and decision-making skills, and the ability to develop and manage strategic funding, investment, and services
(D) (A) (I)

A = Application form, I = Interview, P = Presentation, T = Test

Candidate Guidance

****In order to fully meet the essential criteria candidates must show clear evidence of how they meet the criteria. Simply stating that you have a skill or experience in an area is not sufficient, you must provide a clear example to show how you have met each of the criterion you address**.**