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| **Job Title** | Innovation and Knowledge Exchange Development Manager |
| **School / Service** | Office for Postgraduates, Research & Engagement (OPRE) |
| **Grade**  | F |
| **Location**  | Docklands with some remote and offsite working |
| **Liaison with** | PVC Impact and Innovation, Director of Research and knowledge Exchange, School Directors of Impact and Innovation, Directors of Research Institutes, academics, Professional Services staff, external stakeholders, funders, and funding support organisations |
| **Contract type** | Permanent |

Build your career, follow your passion, be inspired by our environment of success **#BeTheChange**

**THE UNIVERSITY OF EAST LONDON**

If you are seeking a career that combines innovative education with a passion for crafting positive change, look no further than the University of East London. Founded in 1898 to meet the skills needs of the 2nd industrial revolution, we’re now in Year 5 of our ground-breaking 10-year Vision 2028 strategic plan, orchestrated by our Vice-Chancellor and President, Professor Amanda Broderick.

Our goal is to advance industry 5.0 careers-first education and provide a clear path to the jobs and opportunities of the future. We are committed to driving diversity in the 5.0 talent pipeline, working in partnership to promote talent wherever it is found and creating a sustainable, inclusive, and green future.

But we can't achieve this goal alone. We need forward-thinking, innovative, and curious individuals like you to join our community and help us shape the future. As part of our team, you'll have the opportunity to work with a diverse range of people who share your passion for generating positive change. We’re an inclusive and welcoming community that is constantly moving forward, never satisfied with the status quo.

If you're ready to join a team that values your outstanding skills and perspectives and is dedicated to making a difference, we invite you to explore a career with us. We are excited to welcome versatile individuals who are committed to advancing their careers while making a positive impact on the world.

**THE DEPARTMENT**

The Research and Development Support Team (ReDS) is part of the Office for Postgraduates, Research and Engagement (OPRE) within Impact and Innovation and supports UEL’s research and knowledge exchange (KE) community by working closely with academics, funders, and partners to provide expertise on both bid development and project management. The team offers a high level of professional support in navigating the increasingly complex criteria of investors and funders, and facilitates a programme of workshops and one-to-ones for all UEL staff.

**JOB PURPOSE**

To provide high quality support for academic staff as they develop proposals for externally funded innovation and KE projects with a focus on Innovate UK and KTP grants. The Innovation and Knowledge Exchange Development Manager will work closely with the Director of Research and Knowledge Exchange, academics, Directors of Impact and Innovation, and Directors of Research Institutes across a broad range of disciplines to increase levels of innovative research and KE grants in support of Vision 2028 Key Performance Indicators. This includes providing advice and support to academic staff, running internal funding and peer review processes, developing links with academic, business, government, and third sector partners towards building collaborative networks and partnerships leading to collaborative bids with non-academic partners.

The Innovation and Knowledge Exchange Development Manager will act as a first point of contact for academic colleagues who are considering applying for external innovation and KE funding. They will meet with academics on a one-to-one basis to provide advice on framing their research, scoping resources for a particular project, and providing advice and feedback on application drafts to ensure that the application is directed to the most appropriate sponsor and meets the scheme priorities and requirements.

The Innovation and Knowledge Exchange Development Manager will take responsibility for continually enhancing their own expertise and professional networks.

**MAIN DUTIES & RESPONSIBILITIES:**

* To actively promote collaborative research with non-academic partners, with a focus on Innovate UK and KTP opportunities across the University in collaboration with senior managers/directors and academics.
* To attend events, producing relevant web and social media information through contacts and by playing an active role in relevant networks.
* To contribute to all aspects of the grant application and submission process, supporting academic leads in preparing high-quality applications for funding by managing the process of completing all funding/tender application documentation, including drafting high-quality generic content and the preparation of budgets, critical review, editing of draft applications, and ensuring adherence to submission requirements and funder compliance.
* To advise academic colleagues and Directors of Impact and Innovation on Innovate UK and KTP funding opportunities aligned to their disciplines, expertise, and priorities for development.
* To liaise with Principle Investigators and utilise UEL’s grants management system system (Worktribe) to ensure that proposals are appropriately budgeted, and that PIs, Directors of Innovation and Impact, Directors of Research Institutes, Department Heads, and line managers are aware of the financial implications of proposals before submission.
* To work collaboratively across the wider Impact and Innovation portfolio to continuously improve our services and processes, and develop and implement initiatives to stimulate innovation and KE development activities.
* To co-ordinate administrative, legal, and financial processes that support bidding activity.
* To be informed of immediate and longer terms funding opportunities in the UK and internationally working with the wider ReDS Team, and Directors of Impact and Innovation to ensure opportunities are appropriately disseminated.
* To work closely with Head of Research and Knowledge Exchange Support, Director of Research & Knowledge Exchange, and Directors of Impact and Innovation to operationalise the Impact and Innovation Strategy to deliver Vision 2028 KPIs.
* To co-ordinate a range of innovation and KE development initiatives and resources, including facilitating workshops and training aimed at stimulating bidding activity and enhancing the quality of submissions.
* To support the Head of Research and Knowledge Exchange Support to produce papers and reports related to innovation and KE funding activity, the research, innovation, and KE funding environment, and to play a key role in assuring the quality of records retained.
* To develop strong working relationships with the UEL academic community, Professional Services, external partners, and funders to advise on and support the development of bids, including large multi-partner projects.
* To take responsibility for continuing professional development and updating, including through membership of internal and external networks.
* To promote and work in accordance with UEL's Equality, Diversity and Inclusion policy.
* To undertake other duties commensurate with the grading and nature of the post as may be reasonably required.

**KNOWLEDGE, SKILLS, AND EXPERIENCE**

* Experience of working in or with the higher education sector in knowledge exchange, enterprise, or innovation in collaboration with non-academic partners.
* Experience of successfully providing specialist advice and support to researchers for the development of externally funded projects at a UK HEI, in particular Innovate UK/KTP projects.
* Detailed knowledge of UK funding schemes (UKRI & Innovate UK), and experience of researching and assessing funding mechanisms and sponsors in the UK and overseas.
* Experience of working with the colleagues to develop appropriately costed budgets for external funding.
* Experience of supporting initiatives and programmes aimed at stimulating bidding activity and enhancing the quality of submissions.
* Experience of working with businesses and networks of companies.
* Knowledge and experience of research costing software and award management systems.
* Understanding of legal documents, including collaboration agreements.
* Experience of working in or with the commercial and/or the third sector.
* Membership of professional bodies.
* Highly developed communication, presentation, consultation, and influencing skills.
* Ability to communicate complex and discipline specific information to researchers, stakeholders and funders, and to advise Principal Investigators on communicating their projects to funders to address the specific aims of the call.
* Experience of using own initiative to resolve problems, and creativity to drive development.
* Ability to engage with a range of teams across University boundaries to ensure institutional objectives are met by overseeing projects in a supportive manner whilst being clear about objectives and expected outcomes, giving feedback on progress in a timely and clear way.
* Ability to plan for the efficient and effective delivery of a diverse support offer, ensuring a high-quality service delivering multiple priorities and submission deadlines, and the ability to meet tight deadlines.
* Ability to analyse options for innovation and KE funding, make decisions about which funders and calls are appropriate, and to assess project ideas against funder criteria, advising prospective applicants on suitability.

**COMPETENCIES REQUIRED**

* Commitment to and understanding of equal opportunities issues within a diverse and multicultural environment.
* Tact, diplomacy, and the ability to maintain confidentiality.
* A flexible approach to work, working outside of standard hours where required.

**EDUCATION, QUALIFICATIONS AND ACHIEVEMENTS**

* First degree from a recognised higher education institution
* A Master’s or PhD degree

UEL is an inclusive equal opportunities employer and are proud of our Equality, Diversity and Inclusivity achievements. We expect all employees of UEL to accept our EDI policy and will not tolerate discrimination in any form. As an employee of UEL, we expect you to follow all relevant Health & Safety policies.

We're a disability confident employer and value all applications. Please let us know if you require any reasonable accommodations throughout the recruitment process.

So, if you’d like to take your career to the next level with us here at the University of East London and are passionate about our environment and commit to success, we want you to apply today!