Role profile

Job title | Knowledge Exchange and Impact Manager | Job family and level | Administrative, Professional and Managerial (APM) Level 4

School/Department | Faculty of Engineering | Location | University Park

Purpose of role

Based in the Faculty of Engineering, this role will raise the profile of the Faculty’s research and increase knowledge exchange. By effectively showcasing Faculty successes, this role will contribute to attracting new research staff and students, engaging external stakeholders as well as encouraging interdisciplinary research collaborations internally. As a part of the Engineering Research and Knowledge Exchange (EKRE) team and the Strategy, Knowledge Exchange and Impact (SKEI) sub team, the role will deliver the Faculty Knowledge Exchange Strategic Delivery Plan alongside the Faculty Research Strategy. The post holder will work with the Faculty Associate Pro Vice Chancellor for Research and Knowledge Exchange (RKE), Head of RKE, Director and Deputy Director of Knowledge Exchange and Impact (KEI) as well as Research Groups, Centres, and Institutes across the Faculty. They will liaise with other teams across the University to support effective academic engagement with audiences throughout the life cycle of their research.

Main responsibilities

(Primary accountabilities and responsibilities expected to fulfil the role)

| Knowledge Exchange and Impact activities |
| This role will provide expert advice and recommendations to individuals and research groups, regarding knowledge exchange and impact activities. This may include: |
| - Acting as the faculty representative with the Press Office, External Relations, Research & Innovation (R&I), Campaign & Alumni Relations Office (CARO) and Engineering teams to: co-create marketing and communications content and manage the workflow and decision-making on internal and external visibility activities. This includes: the faculty research website structure and design; designing of marketing collateral to promote research excellence and successes; and supporting content to attract high calibre PhD students to undertake an Engineering PhD at Nottingham. |
| - Coordinating up to date content and presentation of group websites, liaising with Heads of Research Group and research administrators, ensuring that they are in line with University/faculty priorities and guidelines |
| - Acting as the day-to-day contact point for the Institute for Policy and Engagement, disseminating opportunities from the institute to raise the profile of Faculty strengths with our stakeholders. |
| - Coordinating the delivery of strategic policy and public engagement initiatives at Faculty level. |
| - Identifying opportunities for Faculty public engagement providing best practice advice or signposting to the Institute for Policy and Engagement. |

% time per year

| 1 |

50%
- Overseeing the use of QR Policy funds including project identification, delivery, monitoring and reporting.
- Supporting annual Royal Academy of Engineering engagement to grow opportunities for public engagement.

### Training and support

Training and supporting our research community at all stages of their careers is an essential part of our team. This role will be responsible for:

- Delivering training and best practice guidance on external and internal visibility and stakeholder engagement.
- Providing support to facilitate and develop relationships with external stakeholders and partners.
- Providing senior management with research data to inform strategic decision making including use of tools such as Scival and obtaining benchmarking data.

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### Strategic knowledge exchange activities

A central part of the ERKE is to support the Faculty of Engineering’s Research Groups in their long-term strategic planning and activities. Working closely with colleagues, this role will include:

- Supporting the Faculty’s Research Groups by providing expert advice on external visibility activity, ensuring they have access to information to enable them to disseminate their research outputs and engage with the public.
- Supporting the delivery of knowledge exchange projects and programs to develop the Faculty KEI portfolio.
- Collecting evidence of impact, public engagement and dissemination and support in maintaining an overview of these outputs.
- Supporting Faculty level KEI events and workshops.
- Acting as Faculty point of contact for queries on academic expertise.

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<th>Strategic knowledge exchange activities</th>
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### Any other activities relevant to the post

- As directed by the Head of Faculty RKE and Senior Research & Knowledge Exchange Strategy Manager.

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### Manage own personal and professional development

For example:

- Maintaining a broad knowledge of the research funding landscape.
- Keeping up to date with new technologies for / approaches to dissemination and engagement

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**Person specification**

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| **Skills** | ▪ Ability to liaise, communicate and build working relationships across a diverse range of internal and external stakeholders  
▪ Ability to work both independently and as part of a team  
▪ Excellent oral and written communication skills, including presentation skills  
▪ Attention to detail  
▪ Ability to prioritize and plan own workload  
▪ Ability to analyze internal and external information to support delivery of objectives  
▪ Ability to interpret and apply complex or new guidance  
▪ Ability to cope with changing priorities/deadlines  | ▪ Ability to deliver training and design training materials  
▪ Ability to think creatively and propose new solutions to complex problems and challenges to conducting excellent research |
| **Knowledge and experience** | ▪ Experience in an external communications and engagement role  
▪ Experience of designing and building websites and other external communications materials  
▪ Knowledge of a range of external engagement methods  
▪ Understanding of the research lifecycle and the research funding landscape  
▪ Experience of managing a diverse workload  
▪ Demonstrable experience in the use of Microsoft Office IT packages, more specifically Excel, Word, MS Teams, SharePoint, Outlook and Office 365  
▪ Proven ability to work with senior staff and make recommendations on the scope of projects  
▪ Experience of overseeing resources to deliver a project Experience using content management tools or software  | ▪ Knowledge of HE policy developments and wider context relevant to research  
▪ Experience of developing research collaborations  
▪ Experience of working in a STEM environment  
▪ Experience of delivering workshops and training programs |
| **Qualifications, certification and training (relevant to role)** | ▪ Educated to degree level or equivalent in a relevant scientific field and/or significant hands-on experience in similar or related roles.  | ▪ A post-graduate degree in a STEM subject  
▪ Marketing, CIM or related qualification |

The University of Nottingham is focused on embedding equality, diversity and inclusion in all that we do. As part of this, we welcome a diverse population to join our work force and therefore encourage applicants from all communities, particularly those with protected characteristics under the Equality Act 2010.
Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University’s strategy, vision and values. The following are essential to the role:

**Valuing people**
Is open and welcoming of others, approachable and respectful. Considers the wider point of view and delivers appropriate support and guidance to colleagues.

**Taking ownership**
Shows initiative and takes responsibility for own actions. Offers clarity and tactful support to colleagues to aid decisions and actions.

**Forward thinking**
Demonstrates the ability to learn, and enjoys the opportunity to develop. Likes to share and implement new ideas and improvements in their area of work. Seeks feedback from others.

**Professional pride**
Is self-appraising, seeking feedback from others and acts as a great role-model at all times. Keen to deliver the job well and be an effective member of the team.

**Always inclusive**
Is sensitive to the needs of others and understands every person is important, right across the organisation, irrespective of level, culture, disability or any other characteristic.

Key relationships with others

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**Line manager**

**Role holder**

**Key stakeholder relationships**

- Senior RKE Strategy Manager
- Knowledge Exchange & Impact Manager
- External Relations
- ERKE colleagues
- Academic colleagues
- External Stakeholders