### Purpose of role

The role holder will be part of the Faculty Research and Knowledge Exchange Team, and work in partnership with academic and professional services colleagues, to lead the communication, development and recording of research-led knowledge exchange and impact initiatives.

This role holder will provide expert advice and recommendations to individuals and research groups, regarding knowledge exchange and impact activities and will facilitate capacity building across different career stages to support academic engagement and collaboration with external partners, contribute to the development of a dynamic culture of Knowledge Exchange, and enable robust evidence gathering to document and demonstrate research impact.

Success in the role will result in our academics being able to make a significant expansion to the impact of their research, increase grant capture to fund collaborative research and knowledge exchange and an established set of approaches to documenting and showcasing research impact.

### Main responsibilities

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<th>Main responsibilities</th>
<th>% time per year</th>
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| 1 | **Raising the profile of Knowledge Exchange (KE) and impact**
  - Act as the faculty representative with the Press Office, External Relations and Research & Innovation (R&I) to co-create marketing and communications content. This includes designing marketing collateral to communicate internally and externally facing activities relating to research excellence impact and KE successes, such as writing content for social media, Faculty website, blogs, newsletters, posters and other communication platforms.
  - Develop and maintain a portfolio of best practice KE and impact exemplars that can be used to promote the academic, their school and the Faculty in relation to research and knowledge exchange, working with the Faculty and central External Relations communication teams and external bodies as necessary to ensure wide dissemination of success stories and participation in international, national and regional prizes and recognition awards. | 40% |
| 2 | **Knowledge Exchange deliver support – building impact portfolios**
  - Work with academics across the schools in the Faculty to provide support for the delivery of KE and impact activities relating to their research programmes and enable investigators to maximise the KE and impact potential of their research projects and awards. | 40% |
| 3 | Capacity Building  
  ▪ Co-ordinate and contribute to training and skills development opportunities to support KE across all career stages working with relevant colleagues and professional services provision (KE Hub, Research Development Managers, Corporate Partnerships, Regional Engagement teams, Central Short Courses).  
  ▪ Capacity building should include academic training opportunities in planning for impact and how to evidence impact to showcase their impact, expand their impact and report their impact in research assessment exercises. | 10% |
|---|---|
| 4 | Record keeping and management Information  
  ▪ Support academic use of University systems to record KE and impact activity and enable accurate management information to be drawn from relevant systems. This might include developing Faculty systems for tracking impact and training academics in use of systems and enabling Faculty management information reports from systems.  
  ▪ Co-ordinate process and system of collecting annual HEBCIS data to inform HEIF allocation.  
  ▪ Provide senior management with research and knowledge exchange data to inform strategic decision making including use of tools such as Scival and obtaining benchmarking data. | 10% |
| 5 | Development and other activities  
  ▪ Manage own personal and professional development, for example: maintaining a broad knowledge of the RKE funding landscape and the Research Excellence Framework.  
  ▪ Any other activities relevant to the post as directed by the Head of Research and Knowledge Exchange |
## Person specification

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<th>Skills/Training</th>
<th>Essential</th>
<th>Desirable</th>
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|                 | • Awareness of current UK higher education policies relating to research, knowledge exchange and impact, including the Research Excellence Framework.  
• Excellent administrative, organisational/prioritisation skills and IT skills, in particular of MS Office.  
• Excellent communication (oral and written) and negotiation skills with a proven ability to accurately distil key issues from written material and interviews into succinct points.  
• Proven analytical and problem solving capabilities including an ability to research information sources and a high level of numeracy and literacy.  
• Ability to work calmly under pressure against tight deadlines whilst paying close attention to detail.  
• Ability to work independently, use own initiative and judgement without recourse to line manager. | • Understanding of database systems and of the use of data for management information  
• Understand fundamental aspects of GDPR and how to apply them in case studies and evidence gathering |

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<tr>
<th>Knowledge and experience</th>
<th>Essential</th>
<th>Desirable</th>
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|                           | • Knowledge of REF evaluation of impact.  
• Proven experience of writing for both lay and specialist audiences.  
• Experience of editing and copy-editing texts.  
• Experience of managing projects and working within teams and with multiple and varied stakeholders.  
• Understanding of the research lifecycle and the research funding landscape | • Experience of designing impact evaluation mechanisms  
• Experience of research and business development, ideally in an HEI environment.  
• Experience of running training and skills development programmes.  
• Experience using content management tools or software |

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<tr>
<th>Qualifications, certification and training (relevant to role)</th>
<th>Essential</th>
<th>Desirable</th>
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| EITHER                                                        | • Good Honours degree  
OR                                                             | • Degree in a science subject  
Proven track record of extensive relevant work experience, demonstrating practical and theoretical knowledge of a specific / specialised field of work | • Marketing, CIM or related qualification |

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<th>Statutory, legal or special requirements</th>
<th>Essential</th>
<th>Desirable</th>
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<td></td>
<td>• Understanding of GDPR and information security requirements.</td>
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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 always equitable and fair and works with integrity. Proactively looks for ways to develop the team and is comfortable providing clarity by explaining the rationale behind decisions.

**Taking ownership**
Is highly self-aware, looking for ways to improve, both taking on board and offering constructive feedback. Inspires others to take accountability for their own areas.

**Forward thinking**
Driven to question the status quo and explore new ideas, supporting the team to “lead the way” in terms of know-how and learning.

**Professional pride**
Sets the bar high with quality systems and control measures in place. Demands high standards of others identifying and addressing any gaps to enhance the overall performance.

**Always inclusive**
Ensures accessibility to the wider community, actively encouraging inclusion and seeking to involve others. Ensures others always consider the wider context when sharing information making full use of networks and connections.

Key relationships with others

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Line manager

Role holder

Key stakeholder relationships

- R&I colleagues supporting KE and business engagement
- Administrative colleagues within the Faculty & wider University
- Faculty Academics

Head of Research & Knowledge Exchange

Knowledge Exchange and Research Impact Manager
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