



<b>Job title</b>	KTP Manager	<b>Job family and level</b>	Administrative, Professional and Managerial Level 5
<b>School/ Department</b>	Research and Innovation	<b>Location</b>	Jubilee Campus

## Purpose of role

	<b>Main responsibilities</b> (Primary accountabilities and responsibilities expected to fulfil the role)	<b>% time per year</b>
1	<p><b>Developing new projects:</b></p> <ul style="list-style-type: none"> <li>Engaging with businesses to generate new KTP projects for the University, working closely with other Business Development staff</li> <li>Taking a lead role in the business engagement team and wider university to expand the University's KTP portfolio, across each of the faculties</li> <li>Developing new KTP proposals with academic staff and business partners, and being responsible for preparing and submitting the proposals</li> <li>Maintaining information and reporting systems with accurate and up-to-date input on all KTPs including ensuring that CRM records are up to date.</li> <li>Ensure effective cross team referrals both into and out of the team are supported and facilitated.</li> <li>To provide advice and guidance to departments on the KTP application process and the preparation of research plans involving KTPs.</li> </ul>	40 %
2	<p><b>Managing the existing portfolio of KTPs.</b></p> <ul style="list-style-type: none"> <li>Liaising with KTP Advisers and Innovate UK to ensure the successful management and delivery of KTP projects.</li> </ul>	40%

	<ul style="list-style-type: none"> <li>▪ Ensuring that KTP project budgets are closely monitored and KTP finances are managed in line with University of Nottingham and Innovate UK requirements.</li> <li>▪ Ensuring that Local Management Committees for approved KTPs are fully supported.</li> <li>▪ Undertaking marketing and promotional activities internally and externally to communicate the impact and successes of KTP.</li> <li>▪ Line Managing other members of the KTP team.</li> </ul>	
3	<p><b>Other duties.</b></p> <ul style="list-style-type: none"> <li>▪ Represent “KTP Nottingham” at national KTP and other stakeholder events.</li> <li>▪ To maintain and proactively develop a network of contacts internally and externally.</li> <li>▪ To be responsible for undertaking continued professional development ensuring skill levels relating to enterprise best practice are kept up to date</li> <li>▪ Undertaking other such duties as may be assigned from time to time by the Head of Business Engagement or their nominee</li> </ul>	20%

## Person specification

	<b>Essential</b>	<b>Desirable</b>
<b>Skills</b>	<ul style="list-style-type: none"> <li>▪ Skilled at engaging and influencing internal and external stakeholders to work together, navigate diverse organizational cultures and gather intelligence</li> <li>▪ Excellent interpersonal, listening, communication and networking skills</li> <li>▪ Business development, proven sales acumen, contract negotiation and account management skills</li> </ul>	<ul style="list-style-type: none"> <li>▪ Advanced project, resource management and analytical skills</li> </ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>▪ Previous delivery experience of the KTP programme</li> <li>▪ Experience of supporting and establishing collaborative partnerships and networks</li> <li>▪ Experience of writing or supporting successful project applications/ bids / tenders</li> <li>▪ Team Leadership/managerial experience</li> <li>▪ Commercial experience of University/Industry collaboration</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of writing strategy documents for income growth</li> <li>▪ Track record of customer focused service promotion, business development and client relationship building</li> </ul>
<b>Qualifications, certification and training (relevant to role)</b>	<ul style="list-style-type: none"> <li>▪ Educated to degree level or with significant relevant experience in a similar or related role.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Relevant higher degree.</li> </ul>



## 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 friendly, engaging and receptive, putting others at ease. Actively listens to others and goes out of way to ensure people feel valued, developed and supported.
- Taking ownership** Is clear on what needs to be done encouraging others to take ownership. Takes action when required, being mindful of important aspects such as Health & Safety, Equality, Diversity & Inclusion, and other considerations.
- Forward thinking** Drives the development, sharing and implementation of new ideas and improvements to support strategic objectives. Engages others in the improvement process.
- Professional pride** Is professional in approach and style, setting an example to others; strives to demonstrate excellence through development of self, others and effective working practices.
- Always inclusive** Builds effective working relationships, recognising and including the contribution of others; promotes inclusion and inclusive practices within own work area.

## Key relationships with others

