



<b>Job title</b>	Director of Knowledge Exchange and Business Engagement	<b>Job family and level</b>	Administrative, Professional and Managerial Level 7
<b>School / Department</b>	Research and Innovation	<b>Location</b>	Professional Services Hubs, University of Nottingham

## Purpose of role

The University of Nottingham (UoN) is a research-intensive global university with a core mission to promote discovery, enterprise, and the advancement of the human condition. It is committed to providing a broad and diverse research environment that fosters both mature and emergent disciplinary and inter-disciplinary research, the university enhances research ambitions with a deep commitment to research-led educational provision, open research and knowledge exchange, which underpins the vitality of the university.

The Director of Knowledge Exchange & Business Engagement will oversee all business development, commercial, knowledge exchange activities. Leveraging the university's research strengths, infrastructure, and leading position in the region, to further develop our reputation and profile, deepening its engagement with its strategic partners and developing new partnerships and activities. The successful candidate will be a highly motivated, dynamic, outcome focussed and visionary leader, with a track record in delivering transformation results and leading team to success. They will be comfortable in academic, corporate, charitable and government settings, and with experience in business development and knowledge exchange, building on our excellent local, national and international relationships.

This strategic leadership role will ensure that the University continues to make a difference by working collaboratively with industry and partners, proactively supporting the University in making a positive impact locally, nationally and internationally. Reporting to the Director of Research and Innovation Strategy the role holder will drive impact, connect partners, create opportunities and generate value.

The role holder will provide critical leadership to the delivery of the Knowledge Exchange Strategic Delivery Plan (KE SDP) by directing the University's engagement with a full range of external partners across the breadth and depth of the University's research and innovation portfolio. They will provide strategic oversight and leadership to the professional teams delivering Business and regional Engagement, Knowledge Transfer Partnerships, KE capacity, Consultancy and research-related services rendered, and IP and Commercialisation. They will be responsible for further improving the Knowledge Exchange and Impact outcomes of the University, principally through implementation of the University's refreshed Knowledge Exchange Strategic Delivery Plan.

The role holder and their teams (ca. 35 staff) will be responsible and accountable for developing and delivering the strong, mutually beneficial relationships with key partners from business and industry. They will establish a strong placed-based focus working across and broad range of stakeholder and partner organisations in the wider Nottingham and Midlands region to maximise the impact of our research and knowledge exchange.

Working with the Pro-Vice Chancellor for RKE, APVC Knowledge Exchange & Innovation and fellow senior leaders they will be responsible for maximising the opportunities and impact of the University's Knowledge Exchange activities which contribute to the Knowledge Exchange Framework (KEF), and Higher Education Business and Community Interaction survey (HEB-CIS).

The Director will have additional responsibilities to promote the wider role and remit of R&I to the University and external stakeholders as appropriate.

## Main Responsibilities

	Main Responsibilities	% time per year
1.	<b>Strategy and business planning</b> <ul style="list-style-type: none"> <li>Responsible and accountable for deliver KE Strategy Delivery Plan</li> <li>Provide vision and dynamic leadership for the development and implementation of the Knowledge Exchange Strategic Delivery Plan.</li> <li>Lead and deliver effective change programmes relating to operational delivery of relevant KE services.</li> <li>Work in partnership with senior leads across the University, including key stakeholders at our overseas campuses to ensure strategic alignment.</li> <li>Work with and advise the Director of Research &amp; Innovation Strategy and Director of Research Operations on the setting of Research &amp; innovation Directorate planning.</li> <li>Development of information and insights on performance and activities required for operational business planning.</li> <li>Provide advice and recommendations to Research &amp; Knowledge Exchange Committee and senior leadership on the operational impact from relevant strategic investments.</li> <li>Formulate and lead the delivery of the university's regional business and innovation activities and strategy.</li> <li>Support the Intellectual Property and Commercialisation teams to promote engagement and raise the profile of success with internal and external stakeholders as appropriate.</li> <li>Work closely with the University of Nottingham Innovation Park (UNIP) and Nottingham Technology Ventures to ensure alignment with institutional priorities and ensure they continue to deliver against their objectives.</li> <li>Chair the external KE SDP oversight board.</li> <li>Managing conflicting strategies/priorities with our key stakeholders.</li> <li>Work with partners to influence and input to the development and delivery of University's Research and KE strategies acting as the key link between the University, its partners and stakeholders.</li> </ul>	40%
2.	<b>Operational delivery</b> <ul style="list-style-type: none"> <li>Lead and have management accountability for the delivery of Knowledge Exchange division services.</li> <li>Continually review strategic delivery plans and look for ways to improve R&amp;I services to ensure the provision of quality and efficiency to the University community.</li> <li>Manage partnerships and address issues relating to delivery and monitoring of the KE SDPs to achieve the University's research and KE vision and goals.</li> <li>Developing collective stakeholder and engagement plans with other professional service units.</li> </ul>	25%

3.	<b>Delivering Results</b> <ul style="list-style-type: none"> <li>• Lead submissions to KE external performance frameworks, such as KEF and work with Director of R&amp;I Strategy, PVC RKE, APVCs for RKE and others to optimize our performance against these frameworks.</li> <li>• Work with R&amp;I Senior Management team and internal managers to develop frameworks to measure and monitor performance and drive forward strategic plans.</li> <li>• Identify, agree and lead opportunities for enhancement or improvement of knowledge exchange and impact working with PVC RKE, R&amp;I colleagues and APVCs to continuously improve outcomes.</li> <li>• Maintain awareness of changes in education, economic, social, governmental and technological environments and their impact on the service provided by their function to the University.</li> <li>• Identify and adopt best practice from other institutions and external benchmarks and maintain a continuous review of service quality, to ensure the best possible service.</li> <li>• Lead business engagement to further establish and develop collaborations and contracts with external parties to realise commercial income streams.</li> <li>• Identify and manage funding applications for infrastructure and ongoing KE projects.</li> <li>• Oversee the management, development and delivery of major and strategic KE-related funding bids targeting multi-million-pound funding to support delivery of research and innovation objectives.</li> <li>• Develop effective reporting measures aligned to relevant university KPIs and provide regular reports on progress to senior stakeholders.</li> </ul>	20%
4.	<b>Leadership, engagement and collaboration</b> <ul style="list-style-type: none"> <li>• Lead line managers to ensure that they support, engage and motivate their teams to continually improve their performance. Provide support to ensure performance related issues are dealt with expediently.</li> <li>• Encourage collaboration and cross team working, fostering a culture of support and respect for each other.</li> <li>• Build relationships with internal and external partners/key stakeholders and represent the University amongst relevant networks and public forums.</li> <li>• Preparation of reports and business cases as appropriate.</li> <li>• Be an active member of appropriate University committees to provide professional support and advice.</li> <li>• Advise University Executive Board (UEB) and senior staff throughout the University in R&amp;I matters relevant to their role.</li> <li>• Act as a key escalation point, working with senior colleagues as appropriate to resolve issues in the long-term interests of the University.</li> </ul>	15%
5.	Undertake any other senior responsibilities as required	

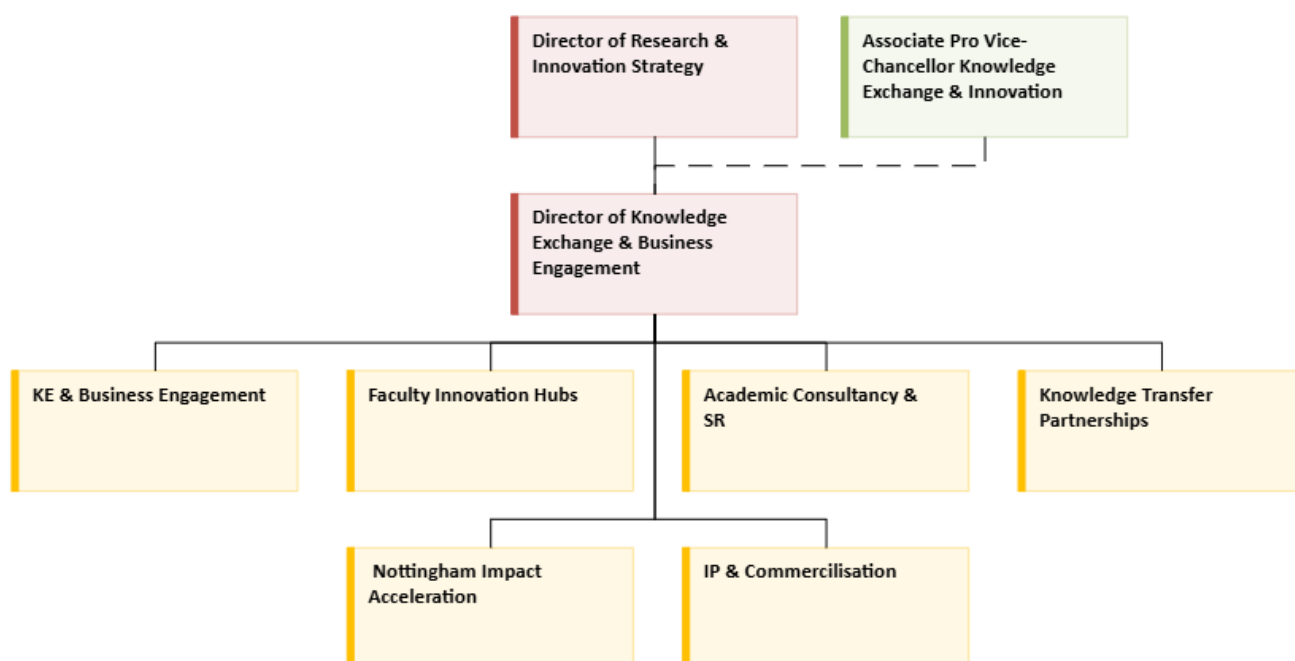
## Person specification

	Essential	Desirable
<b>Skills</b>	<p>Senior leadership experience in knowledge exchange or business engagement</p> <p>Proven advanced analytical and problem-solving capability.</p> <p>Strategic and operational planning, management and delivery and business process skills in a research or innovation environment.</p> <p>Outstanding interpersonal skills including people management and negotiating, influencing and relationship building</p> <p>Demonstrable business acumen and ability to understand industry drivers around research and innovation</p> <p>Ability to demonstrate an understanding of diversity and inclusion in the context of the role</p> <p>Proven ability to formulate clear policy, advice and guidance relevant to sector strategies, regional economic development and business engagement</p>	<p>Proven ability to represent multi-disciplinary research and emerging technology to Government, industry partners and funders</p> <p>Anticipates possible implementation difficulties and identifies practical ways of overcoming or preventing them</p>
<b>Knowledge and experience</b>	<p>Detailed knowledge of UK funding for university business collaboration and track record of successful application across multiple sectors.</p> <p>Demonstrable experience of developing and managing strategic industry partnerships</p> <p>Significant experience of industry research and development activity and engagement with a successful track record of developing strategic projects.</p> <p>Knowledge of R&amp;D funding landscape and proven experience of securing major research awards.</p> <p>Experience of working with and influencing senior management.</p>	<p>In depth awareness and understanding of UoN's RKE activities and objectives</p> <p>In depth awareness and understanding of D2N2 and their role in regional development.</p> <p>Understanding of business training and skills needs</p> <p>Knowledge and experience of innovation drivers in key sectors including zero carbon and digital</p> <p>Considerable experience of local economic development and inward investment and knowledge of economic development funding and drivers</p> <p>Experience of IP Commercialisation</p>

	<p>Knowledge of regional and national innovation and skills business support programmes and proven experience of delivering successful programmes</p> <p>Extensive experience of people management and leading cross functional teams in a large complex organisation</p>	
<b>Qualifications, certification and training (relevant to role)</b>	Educated to degree level (or equivalent)	Relevant post-graduate qualification



## Key reporting lines



## 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:

<b>Valuing people</b>	Understands that it is essential to provide a structure that people can thrive in. Knows how to communicate with people to create a healthy working environment and get the best out of people.
<b>Taking ownership</b>	Communicates vision clearly, providing direction and focus. Knows how to create a productive environment where people are inspired and can work cross-departmentally in partnership.
<b>Forward thinking</b>	Has the ambition to be a pioneer in own area, anticipating the future change, needs and challenges. Knows how to innovate within their work context and champions others to be inspired to be part of this ambition
<b>Professional pride</b>	Keeps up to date on latest thinking, trends and work practices. Supports team to be thought leaders; willing to challenge if obstacles get in the way.
<b>Always inclusive</b>	Establishes far reaching partnerships, well beyond own area across a broad range of networks. Understand role to pay due regard to the needs of the whole community.

