Knowledge Exchange Training and Placement Officer
Research and Enterprise

Closing date: 1 December 2017
Interview date: 13 December 2017
Vacancy reference: 6214
INTRODUCTION

The Research Excellence Training Team is one of eight teams within the Research & Enterprise Directorate. The remit of this team is to develop and deliver training and co-ordinate expertise and knowledge to support the talent development of researchers across the institution. Whilst the primary focus is on supporting research and enterprise the scope of the RET team is aligned to the strategic activities of learning and teaching strategy, employability, leadership and HR. This new role has been created primarily to deliver and co-ordinate training for the Centre for Future Health (CFH) and the EPSRC Impact Accelerator Account (IAA) and will contribute to the work of the Research Excellence Training Team (RETT). The post-holder will be line-managed by the Head of Excellence Training.
Main purpose of the role

This new role has been developed to provide co-ordination of a suite of training interventions aligned to the requirements of; (i) the Wellcome Trust and University of York funded *Centre for Future Health (CFH), and (ii) the University’s **EPSRC Impact Accelerator Account (EPSRC IAA). You will develop and deliver training, co-ordinate internships with relevant organisations and develop mentoring to support the professional development of early career and more experienced researchers.

This is an opportunity to work with early career and more established researchers from a wide range of disciplines and to add value to their work and professional development. You will be confident in your ability to develop a suite of training to support knowledge exchange between HE based researchers and public, private and third sector organisations.

You will liaise and build strong links with public, private and third sector organisations to forge new opportunities for internship placements for researchers. You will work in collaboration with senior academic staff and with colleagues in the Research and Enterprise Directorate to identify new external partners and strengthen existing relationships. You will manage those placements from inception through to evaluation and provide regular reports on the impact of the engagements.

You will also develop a pool of internal and external mentors who can work with early career researchers to enhance their potential in terms of career and development and research productivity.

A key aspect in this role will be to work closely with the Centre for Future Health Steering Group and with the EPSRC IAA Steering Group to better understand the landscape and the particular needs of each community. You will be required to develop and deliver training that aligns with the government's Industrial Strategy objective ‘to build the pipeline of high-skilled research talent’ and with the vision and objectives of the Centre for Future Health.

*The Centre for Future Health (CFH) has been established with funding from the Wellcome Trust and the University of York to support new collaborative projects that will address some of the most important health issues and challenges facing us today and into the coming decades.

** The EPSRC IAA at York will be used to support the University’s ‘pipeline’ of Intellectual Property through to commercial reality, to fund projects in EPSRC-funded departments, and to broaden the engagement between scientists and business

Key responsibilities

(Role holders will be required to undertake some or all of the duties below)

Duties and Responsibilities

1. Training

You will:

- Design, deliver/co-ordinate training which helps researchers identify their strengths and enables them to translate and communicate the synergies and relevance of their work to non-academic partners. This may include: Understanding the mutual benefits of academic and non-academic partnerships; Relationship building; Managing expectations of partnerships; Business awareness leading to successful engagements

- Deliver a suite of training interventions designed to develop the networking and communication skills of researchers such that they can successfully engage with stakeholders. This will include pitching a proposal and how to translate research from academic to public audiences

- Design interventions, drawing on the expertise of colleagues and external providers, aimed to accelerate the commercialisation of research including: understanding enterprise, IP and other legal aspects and developing and financing a business

- Contribute to the training programme delivered by the Research Excellence Training Team. The specific areas will depend on the candidate’s areas of expertise.
2. Coaching/Mentoring

You will:

- Develop a pool of external mentors who can help individuals to: build professional and commercial networks; recognise which parts of their work and skills are attractive to external organisations; write an individual business/impact plan for their research; disseminate and market themselves as well as their research.

- Manage the coaching relationships, matching individuals into productive relationships, acting as a point of contact for mentors and mentees and conducting robust evaluation of the impact of the relationship.

3. Support and Co-ordination for mobility/internships

You will:

- Build a strong network of existing and new partners including public and voluntary sector, government and think tanks (aligned with the CFH) and with industrial partners (aligned with the EPSRC and government Industrial strategy) who can offer internships and expertise to talented researchers

- Maximise the value of the relationship between the University and partnership organisations by identifying and promoting opportunities for collaborative research and/or continuing professional development.

- In collaboration with the Steering Group members for CFH and EPSRC and the Business Development team, identify and select partner organisations who are able to offer defined and challenge led placements

- Develop the infrastructure to support the placements

- Deliver training and support required of those on placement

- Monitor the progress of researchers on placement and, where appropriate and in conjunction with the CFH and EPSRC leads, deal with any queries that may arise while the researcher is on a placement.

- Evaluate and provide a sustainable legacy of the placements (e.g. case studies, reports and web material)

These three areas of provision are common to both the EPSRC and the Centre for Future Health, however, training will need to be sufficiently nuanced and promoted to the different audiences and will include input from externals from relevant and appropriate organisations. Achievement of the EPSRC deliverables will benefit from alignment with the Knowledge Exchange and Partnerships portfolio and will include development of training which can be deployed to new University of York Enterprise Fellowships which will run 2018-2019. These new fellowships are designed provide up to one year funding to support postdoctoral and academic staff develop business opportunity through training, mentoring and support to commercialise their research.

Committee and Group Membership

- Attend and provide papers as requested for the Centre for Future Health and EPSRC IAA Steering Groups

- Be an active member of the RET Operations Group and other groups as identified

- Attend and contribute to appropriate national bodies, e.g. Researchers14, Vitae, PGR Russell Group SIG (if required)

- As a member of Research & Enterprise contribute to the delivery of objectives of the RET team and Directorate more generally

Support for Other Activities

- To support and provide cover for other activities in Research and Enterprise as required and as appropriate commensurate with the level of the post.

- You will work with the RET team and other staff in Research and Enterprise, The Office for Philanthropic Partnerships and Alumni (OPPA), Careers and the Internship Bureau, with ECR groups affiliated to the Centre for Future Health and EPSRC and with York Graduate School as required.
# PERSON SPECIFICATION

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<thead>
<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>Educated to degree level (or equivalent professional experience) in a relevant discipline</td>
<td>Essential</td>
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<tr>
<td>Relevant postgraduate qualification</td>
<td>Desirable</td>
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<td>Training or Careers qualification (ILM or AGCAS)</td>
<td>Desirable</td>
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## Knowledge

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<th>Knowledge</th>
<th>Essential / Desirable</th>
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<tr>
<td>Knowledge of the Research and Knowledge Exchange in the Higher Education context</td>
<td>Essential</td>
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<td>Knowledge of the relevant industrial research funding bodies and their areas of engagement</td>
<td>Essential</td>
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<td>Knowledge of Private, public or third sector organisations</td>
<td>Desirable</td>
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<td>Knowledge of career pathways for early career researchers</td>
<td>Desirable</td>
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<td>Knowledge of relevant subject disciplines (either Health related or Science)</td>
<td>Desirable</td>
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<td>Experience of Intellectual Property Rights</td>
<td>Desirable</td>
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## Skills, abilities and competencies

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<th>Essential / Desirable</th>
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<tr>
<td>Proven ability to design and deliver training interventions</td>
<td>Essential</td>
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<td>Proven ability to build and manage relationships and networks</td>
<td>Essential</td>
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<td>Develop and maintain a good working knowledge of the activities and expertise of members of academic staff</td>
<td>Essential</td>
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<td>Excellent communication and interpersonal skills with the proven ability to develop good working relationships with all staff, students and external parties</td>
<td>Essential</td>
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<td>Ability to work independently and use initiative to manage competing demands and achieve deadlines</td>
<td>Essential</td>
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<tr>
<td>Excellent numerical and analytical skills, demonstrating accuracy and attention to detail</td>
<td>Essential</td>
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<td>Ability to take a pragmatic approach to problem solving</td>
<td>Essential</td>
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<td>Competence in web and promotions</td>
<td>Desirable</td>
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<td>Experience in developing and managing placements</td>
<td>Desirable</td>
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<td>Experience in supporting career choices</td>
<td>Desirable</td>
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## PERSON SPECIFICATION

### Experience

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<th>Essential / Desirable</th>
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<tr>
<td>Experience in delivering professional development/training interventions</td>
<td>Essential</td>
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<tr>
<td>Significant project management or research experience in Higher Education or in a research funding organisation</td>
<td>Essential</td>
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<tr>
<td>Experience in supporting the translation of research/complex information to non-specialist audiences</td>
<td>Essential</td>
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<tr>
<td>Experience of working in a training environment</td>
<td>Desirable</td>
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<td>Experience of developing work placements for students</td>
<td>Desirable</td>
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<td>Experience of supporting research within a Health or Science related discipline</td>
<td>Desirable</td>
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<td>Experience of working in knowledge exchange in public, private or third sector organisations</td>
<td>Desirable</td>
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### Personal attributes

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<tr>
<td>Enthusiastic, confident, self-starter with the ability to follow tasks through to completion with little supervision</td>
<td>Essential</td>
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<td>Pro-active in approach to relationship building and to identify opportunities to maximise the value of the funds available</td>
<td>Essential</td>
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<td>A customer focussed approach to service delivery</td>
<td>Essential</td>
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<td>Open and approachable</td>
<td>Essential</td>
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<td>Diplomatic and professional in all conduct</td>
<td>Essential</td>
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<td>Sensitive to the needs of different groups of people</td>
<td>Essential</td>
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THE DEPARTMENT

The Research and Enterprise Directorate is the University department responsible for central management of the University’s activities and strategy in research and knowledge exchange, and for providing comprehensive support to academic departments in their research and impact activities. Its primary purpose is to mobilise the University’s research and knowledge base in pursuit of excellence and financial sustainability, and to ensure that its research skills, knowledge and know-how benefit external users. In an environment of high competition for research funding and rapid change in funder expectations of Higher Education institutions, the Directorate leads operational change management in order to ensure that York remains competitive and successful in research and knowledge transfer.

The Directorate works closely with the Pro-Vice Chancellor for Research, the Pro-Vice Chancellor for Partnerships and Knowledge Exchange, the University Research Champions and the Associate Deans for Research.

Research and Enterprise objectives

- To provide an environment for research that maximises research excellence and its social and economic impact, and promotes staff recruitment and retention
- To help academic departments increase the volume of their research and knowledge exchange income
- To manage efficiently the administration of grants and contracts
- To manage and assist the governance of University-level procedures around research and enterprise
- To manage the reporting and control framework to support all the University’s research grant activities
- To develop income-generating relationships between the University and external partners including businesses
- To increase the volume and quality of the University’s Continuing Professional Development offering
- To support the University’s role in regional economic development
- To foster a culture of societal impact and enterprise amongst staff

Services provided

- Pre-award support for application development and submission
- Research related contract/agreement review, drafting and negotiation
THE DEPARTMENT

- Financial administration of the University research grant and contract portfolio, including responsibility for claims
- Development and support for University-wide policies and systems for managing and reporting on research and knowledge exchange activities
- Training and guidance for academic and support staff and students involved with research
- Promoting and marketing the University’s research base and its technical facilities to external organisations
- Developing financially beneficial research links with public and private sector bodies
- Working with external partners to create sustainable enterprises through knowledge transfer, innovation and collaboration
- Protection and exploitation of the University’s intellectual property
- Acting as the University’s key point of contact with regional and national agencies involved in economic development
- Supporting the development and administration of Continuing Professional Development programmes for business, public and third sector employees
THE UNIVERSITY

Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2017 it is the home of more than 17,000 students across more than 30 academic departments and research centres. Since opening over fifty years ago, we have become one of the world’s leading universities and a member of the prestigious Russell Group.

We are consistently recognised as one of the leading Higher Education Institutes and one of just six post-war universities which appear in the world top 100 (2013-14) and 15th in the Times & Sunday Times league table (2016). The University of York has won six Times Higher Education (THE) Awards and five Queen’s Anniversary Prizes.

The University is proud of its association with Athena SWAN, holding 12 awards in support of gender equality, representation and success for all, with gold awards for Chemistry and Biology and a University-wide bronze award.

Of 154 universities that took part in the Research Excellence Framework (REF) in 2014, The University of York ranked 14th overall and 10th for the impact of our research. The University is consistently in the top ten UK research universities and attracts over £60m a year of funding from research alone.

Our vision is to make the University of York a world leader in the creation of knowledge through fundamental and applied research, the sharing of knowledge by teaching students from varied backgrounds and the application of knowledge for the health, prosperity and well-being of people and society.
Attractive workplace

Centred around the picturesque village of Heslington on the edge of the city of York, our colleges are set in an attractive landscaped campus. York enjoys a safe, friendly atmosphere with facilities including bars, shops, theatres and concert halls all within easy walking distance.

The University has undergone an unprecedented period of expansion and renewal since 2000. We have invested in twenty new buildings on the original campus and have completed the first and second phases of a £750m campus expansion. Our investment in new colleges, teaching and learning spaces, laboratories, research facilities and a new sports village mean there has never been a better time to join us.

During this period of change we’ve worked hard to retain our friendly, informal and collegiate atmosphere, which is important to our core values of inclusivity and interdisciplinarity.

We have a thriving international community and are committed to providing staff moving to York with as much support as possible through our Relocation Package and Welcome Officers.

The University aims to offer a nurturing and supportive environment as an employer. Flexible working hours, nursery facilities, childcare vouchers, cycle to work scheme, generous holidays and an attractive pension scheme all make the University of York one of the region’s leading employers.

For further information please visit our employee benefit pages
THE CITY AND THE REGION

The City of York
Internationally acclaimed for its rich heritage and historic architecture, York’s bustling streets are filled with visitors from all over the world. Within its medieval walls you will find the iconic gothic Minster, Clifford’s Tower and the Shambles - just a few of the many attractions.

But York isn’t just a great place to visit - it’s also a great place to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city.

Visit www.visityork.org for more information on the city of York

Shopping, culture and entertainment
York boasts specialist and unique boutiques but also all the high street stores on its busy shopping streets. Alongside them you will find cinemas, theatres, an opera house, art galleries, a vast range of restaurants, live music venues and clubs. York is particularly renowned for its multitude of pubs and bars, from the modern to the medieval.

Housing and schools
Whether you choose to live close to the city, in one of the surrounding villages or further afield, you will find a wide range of housing within comfortable distance of York and the University. For families, the area has a range of excellent schools both in the state and independent sector.

Great location
York is one of Britain’s best-connected cities. Halfway between London and Edinburgh on the East Coast mainline, on intercity trains you can reach London King’s Cross in less than two hours and Edinburgh in two and a half hours. York is also well served by road links, and it is easily accessible from the A1, M1 and the M62.

For those travelling from overseas, Manchester Airport is two hours away and Heathrow Airport just three and a half. Flights from nearby Leeds Bradford Airport provide easy access to mainland Europe. By Eurostar from London St Pancras, Paris is just over six hours away.

Yorkshire
The Lonely Planet guide recently declared Yorkshire the third best region in the world to visit. There is something to cater to every taste, whether it be the rugged landscapes of the Moors or the Dales, the picturesque seaside towns of Scarborough and Robin Hoods Bay, the gothic architecture of Whitby or the vibrancy of cosmopolitan Leeds.
Apply online

- Go to https://jobs.york.ac.uk
- Find this job using reference 6214
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 1 December 2017

What will I need?

We will ask you for details of:

- your employment history
- relevant qualifications
- two referees

You need to be ready to show us how you meet the requirements of the job, either in a written statement and/or by answering questions.

Help and assistance

Direct any informal queries to karen.clegg@york.ac.uk

If you have any questions about your application, contact the HR Services team:

recruitment@york.ac.uk
+44 (0)1904 324835