## JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Knowledge Exchange Manager (Technology Transfer)</th>
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<tbody>
<tr>
<td>Department / Unit:</td>
<td>Research and Innovation</td>
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<tr>
<td>Grade:</td>
<td>RHUL 8</td>
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<tr>
<td>Accountable to:</td>
<td>Head of Knowledge Exchange and Enterprise</td>
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### Purpose of the Post

The Knowledge Exchange Manager will play a lead role in building and developing relationships with stakeholders both internally and externally to the College. S/he will work closely with leading academics in the identification of IP of commercial value, to advise on, and make arrangements for, the protection of University IP and to support the IP Commercialisation Process. The post holder will engage with a wide range of partners in relevant sectors and departments both internally and externally to:

1. **Support the development of new partnerships**;
2. **Supporting collaborative activities in support of enterprise/innovation goals commercialisation related impact**;
3. **Increase income generation associated with enterprise/innovation**;
4. **Accelerate research commercialisation through funded routes**.

The post holder will develop and manage links with external organisations to promote collaborative research and development (R&D), focusing on supporting the commercial exploitation of intellectual property to generate impact. Working closely with academic staff, the post holder will identify commercialisation opportunities, and provide sector/stakeholder focused specialist advice and support to maximise successful outcomes.

### Key Tasks

1. Develop links with key external and private sector organisations in target sector(s) and promote the expertise of relevant academics and research groups/Departments to develop opportunities for innovation and impact. The postholder will support a targeted technology transfer portfolio and help to grow activity through the provision of specialist advice and guidance, and leadership of agreed initiatives.

2. Identify, develop and deliver strategic technology transfer acceleration opportunities (engagement, schemes, activities, events) based on RHUL research and enterprise strategies, promoting and enriching contacts between researchers and external organisations to develop new and innovative partnerships that will deliver high quality commercial impact from excellent research.

3. To develop expertise in targeted sector(s) and support RHUL academics by providing specialist insights into the needs and priorities of those sectors to help
inform and focus partnership development, technology transfer and innovation activities.

4. As a stakeholder engagement, knowledge exchange and technology transfer specialist, work with (i) academic staff across the College (in areas aligned with target sector(s); (ii), College senior management; (iii) within the Business Development and Impact team. Working closely with these colleagues, provide specialist advice and guidance to help devise and monitor strategies for technology transfer and impact acceleration, demonstrating an innovative and entrepreneurial attitude and championing new and agile ways of working.

5. Identify opportunities for new innovation and technology transfer activities, maximising opportunities under targeted innovation/impact related funding streams. Work closely with relevant PIs to provide specialist advice, guidance and insight to help maximise income generation.

6. Working closely with the Contracts and IP Team, provide support for the set-up of relevant contracts, providing advice and insights on any commercial arrangements and supporting relationships with external partner(s). Taking a leading role on securing and maintaining productive relationships with commercial partners in support of technology transfer.

7. Ensuring academic staff in the Departments are aware of potential funding opportunities to support innovation, technology transfer and impact acceleration activities. This will include, but is not limited to, Innovate UK and Research Council impact related and follow-on funding. Provide specialist advice for such proposals, including support for the development of high quality commercial, impact and business plans.

8. Any other such duties as may be assigned by their line manager that are commensurate with the grade of the post.

Other Duties

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.