**JOB DESCRIPTION**

<table>
<thead>
<tr>
<th><strong>Job Title:</strong></th>
<th>Knowledge Exchange Manager – Innovate UK</th>
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<td><strong>Department / Unit:</strong></td>
<td>Research and Enterprise</td>
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<td><strong>Grade:</strong></td>
<td>RHUL 8</td>
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<td><strong>Accountable to:</strong></td>
<td>Head of Business Development &amp; Impact</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 and will support projects and proposals targeted towards Innovate UK and related funding schemes.

The post-holder will work closely with leading academics to raise the profile of research and innovation expertise, facilities and outputs. S/he will have a central role in supporting academic staff by contributing directly to the development of new partnerships and projects and preparation of grant proposals, facilitating interactions with industrial collaborators and providing bespoke support and intelligence.

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 and socio-economic impact generation;
3. Increase income generation associated with enterprise/innovation;
4. Maximise engagement with specified R&D facilities and infrastructure;
5. Accelerate research impact.

The post holder will develop and manage links with external organisations to promote collaborative research and development (R&D) and support the commercial exploitation of intellectual property to generate impact. Working closely with academic staff, the post holder will identify collaborative R&D research, contract research, consultancy and impact 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 portfolio focused around Innovate UK related opportunities, and help to grow activity through the provision of specialist advice and guidance, and leadership of agreed initiatives.
2. Identify, develop and deliver strategic impact acceleration opportunities related to Innovate UK and related funding 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 impact from excellent research.

3. 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, knowledge exchange, and innovation activities.

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

5. Identify opportunities for new innovation, knowledge exchange and impact generation activities, maximising opportunities under Innovate UK and associated funding streams. Work closely with relevant PIs to provide specialist advice, guidance and insight to help maximise income generation.

6. Lead and co-ordinate the development of Knowledge Transfer Partnership (KTP) applications, working alongside academics, industrial partners and the KTP advisor to drive a proposal from idea conception through to submission.

7. 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.

8. Ensuring academic staff in the Departments are aware of potential funding opportunities to support innovation, knowledge exchange and impact acceleration activities. This will focus on Innovate UK and associated funding streams. Provide specialist advice for such proposals, including support for the development of high quality commercial, impact and business plans.

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

As the needs of the College change so the above job profile, duties and location of the role within the College will be adjusted accordingly.

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.