



JOB DESCRIPTION

Role Title:	Knowledge Exchange Manager – Digital Technologies
Grade:	8
Department:	Research and Innovation
Reporting to:	Head of Knowledge Exchange and Enterprise

Job Function:

The **Knowledge Exchange Manager – Digital Technologies** 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 to raise the profile of research and innovation expertise, facilities and build relationships to create the environment for challenge led research opportunities and outputs specifically with our expertise in digital technologies. The post holder will engage with a wide range of partners in relevant sectors and departments both internally and externally to:

- (i) Initiate, facilitate and support the development of new partnerships;
- (ii) Lead and facilitate collaborative activities in support of enterprise and innovation goals, and socio-economic-academic impact acceleration and knowledge exchange
- (iii) increase income generation associated with innovation and enterprise activities;
- (iv) maximise engagement with specified R&D facilities and infrastructure;
- (v) accelerate challenge-led research opportunities and impact.

The post holder will develop and manage links with external organisations to promote positive relationships, collaboration opportunities, research and development (R&D), and support and coordinate the commercial exploitation of intellectual property to generate impact, either financial or socio-economic. 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.

Main Duties and Responsibilities include:

1. Lead and develop links with key external organisations in target and priority sector(s) and promote the expertise of relevant academics and research groups/Departments and Schools to develop opportunities for innovation and impact. The post holder will support a targeted portfolio aligned with College Challenge-led Research Themes – specifically 'Transformative Digital Technologies, Security and Society', and help to grow innovation and impact through the provision of specialist advice and guidance, and leadership of agreed initiatives to secure knowledge exchange.

2. Identify, develop and deliver strategic impact acceleration opportunities (engagement, schemes, activities, events and use of facilities) based on Royal Holloway's 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. To develop expertise in targeted sector(s) and support Royal Holloway's 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 innovation 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 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, and 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 and impact generation.
6. Working closely with the Research Contracts Team, provide support for the set-up of relevant contracts, to ensure appropriate IP and/or contracts are secured for Knowledge Exchange activities, providing advice and insights on any commercial arrangements and supporting relationships with external partner(s) when appropriate. Taking a lead role in securing and maintaining productive relationships with commercial partners and stakeholders in support of technology transfer and knowledge exchange activities.
7. Ensuring academic staff in the Departments are aware of potential funding opportunities to support innovation, knowledge exchange and impact acceleration activities in agreed role specific target areas. This will include, but is not limited to, UK Research and Innovation (UKRI) impact related and follow-on funding. Provide specialist advice for such proposals, including support and input 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.

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.