

JOB DESCRIPTION

Job Title:	KTP Manager
Department / Unit:	R&I
Job type	Professional Services
Grade:	8
Accountable to:	Head of Knowledge Exchange and Enterprise
Accountable for:	n/a
Purpose of the Post	
<p>Based within Research and Innovation, the KTP Manager will take a leading role in strategic development, generation and management of Knowledge Transfer Partnership (KTP) projects across the University and will be responsible for supporting the anticipated portfolio of successful projects. This is a new role and central to the strategic plans of the College</p> <p>The post holder will be responsible for, taking a leading role in establishing a KTP culture in the College, creating a strategy for the College, developing new applications and managing the business and academic relationships within the partnership as well as taking a leading role in managing the successful delivery of awarded KTP projects</p>	
Key Tasks	
Devising and delivering a KTP strategy and plan for the College in liaison with the Head of KEE and Director of R&I	
Leading the development of a KTP portfolio across all Schools and discipline areas and acting as the point of authority for KTPs in the College	
Proactively, identifying and engaging with businesses to generate new KTP projects, and supporting academic staff in developing and maximising external relationships with business, working closely with the Knowledge Exchange Managers and other members of R&I.	
Leading and taking ownership of the development new KTP proposals with academic staff and commercial partners, with responsibility for preparing and submitting the proposals with the support of other members of the R&I team.	
Developing strong relationships with KTP Advisers and Innovate UK leads to ensure the successful development, management and delivery of KTP projects.	

Leading on the management of award set up and post-award project administration for KTPs in liaison with the Post Award Project Management Team
Leading on the recruitment of Associates for new KTP projects, with support from Knowledge Exchange Support Officer
Ensuring that KTP project budgets are closely monitored and KTP finances are managed in line with College and Innovate UK requirements, working closely with Finance and Innovate UK
Ensuring that KTP governance processes are in place and that local Management Committees for awarded KTPs are fully supported and effective
Overseeing marketing and promotional activities internally and externally to communicate the potential, impact and successes of KTP.
Leading on the development of information and reporting systems for KTPs, devising appropriate targets and metrics in consultation with the Head of KE and the Director of R&I and ensuring that systems are maintained with accurate and up-to-date input on all KTPs including ensuring that CRM records are up to date.
Leading on the provision of guidance and training for academic and professional service colleagues to ensure a keen understanding of KTPs across College, developing materials and case studies as required.
Developing effective communication networks and working relationships with internal colleagues, external networks with professional bodies, sharing information and good practice, as required.
Other Duties
<p>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.</p> <p>The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.</p>
Internal and external relationships
<p>The following list is not exhaustive but the post holder will be required to liaise with:</p> <ul style="list-style-type: none"> • Senior Management Team • Academic colleagues • Businesses • Research and Innovation • Marketing & Communications • Human Resources • Finance • IT Services • KTP Advisors • Innovate UK • PraxisAurill members and other networks

PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

Job Title: KTP Manager

Department: Research and Innovation

	Essential	Desirable	Tested by Application Form/Interview/Test
Knowledge, Education, Qualifications and Training			
<i>Educated to degree level or equivalent experience.</i>	x		<i>Application Form</i>
<i>Demonstrable knowledge and understanding of KTP life cycle and of developing successful KTP proposals</i>	x		<i>Application Form / Interview</i>
<i>Knowledge and understanding of UK innovation policy, particularly Innovate UK and the Industrial Strategy</i>		x	<i>Application Form / Interview</i>
Skills and Abilities			
<i>Ability to communicate effectively with differing academic / commercial stakeholders</i>	x		<i>Application Form / Interview</i>
<i>Ability to manage complex relationships and multiple projects simultaneously</i>	x		<i>Application Form / Interview</i>
<i>Excellent negotiation skills and confident decision making</i>	x		<i>interview</i>
<i>Proven ability to think and plan strategically.</i>	x		<i>Application Form / Interview</i>
<i>Excellent interpersonal skills including a professional approach and manner and ability to use tact and diplomacy.</i>	x		<i>Interview</i>
<i>Excellent organisational skills and proven ability to work under pressure, prioritise conflicting demands and meet strict deadlines, whilst maintaining a high level of attention to detail and accuracy.</i>	x		<i>Application Form / Interview</i>
<i>The ability to express complex matters in different ways to meet the requirements and understanding of the audience, both verbally and in writing</i>	x		<i>Interview</i>
Experience			
<i>Demonstrable experience of working with, and leading, academic and non-academic partners on collaborative projects</i>		x	<i>Application Form / Interview</i>
<i>Experience of preparing funding bids and / or business plans</i>	x		<i>Application Form / Interview</i>

<i>Experience of establishing business to business relationship to provide knowledge-based services, including development of proposals</i>		x	Application Form / Interview
Other requirements			
<i>Self-awareness and a commitment to self-improvement and personal development</i>	x		Interview
<i>Attend meetings with external partners as required</i>	x		