

Job Description

Job Title:	Head of Knowledge Exchange and Partnerships
Directorate:	Research and Innovation
Job type	Professional Services
Grade:	9
Accountable to:	Director of Research and Innovation
Accountable for:	The Knowledge Exchange and Enterprise Team
Purpose of the Post	
The Head of Knowledge Exchange and Partnerships within Research and Innovation is a key role in ensuring the delivery of the University Research and Knowledge Exchange Strategy and ensuring that research translates into real world impact. The Head of Knowledge Exchange and Partnerships provides strategic leadership for the University's knowledge exchange, innovation and commercialisation activities. The role is responsible for developing and managing partnerships with industry, public sector organisations, charities and international collaborators to enhance the University's research, innovation and societal impact. The postholder will lead the development and delivery of the University's knowledge exchange, commercialisation and innovation roadmaps, supporting the translation of research and expertise into economic, social, cultural and environmental benefits. Reflecting the need for an integrated approach, the role also provides institutional leadership for research security, ensuring that research collaborations, international partnerships and commercialisation activities comply with relevant legislation, regulatory requirements and sector expectations relating to Trusted Research, export controls, sanctions, National Security and Investment (NSI) considerations, due diligence requirements and broader research security risks. The Head of Knowledge Exchange and Partnerships will provide effective leadership and management to the Knowledge Exchange team and will work across academic and professional services functions to support a culture of responsible innovation, secure collaboration and impactful partnership.	
Key Tasks	
Strategic Vision	
- Support the Director, Research and Innovation, PVC for Research and Innovation and the university senior leadership team in developing and delivering strategy in relation to areas of responsibility and in alignment with university strategic priorities. - Lead on the management and development of strategic alliances with key industry and public sector stakeholders. - Provide strategic advice to the university's senior leadership team on external partnerships, commercialisation and research security matters.	

- Develop and manage effective processes for horizon scanning local, national and international developments to inform strategic development of new knowledge exchange, innovation and impact activities.

Partnerships

- Identify, develop and manage strategic and commercial partnerships with industry, government, healthcare, third sector and international organisations to maximise the impact of Royal Holloway research and innovation.
- Act as a senior institutional representative in partnership negotiations and relationship management.
- Develop and maintain policies, frameworks, risk management processes and governance structures supporting compliant partnerships.

Knowledge Exchange, commercialisation and innovation

- Lead on identifying, promoting and supporting opportunities to generate income from external users of university research through (for example) contract research, consultancy, facilities and training.
- Use significant knowledge of external funding to work with the KE team and other stakeholders to develop knowledge exchange projects and secure funding.
- Oversee delivery of knowledge exchange funding programmes and innovation initiatives.
- Maximise the University's performance in relevant knowledge exchange frameworks and assessments.
- In collaboration with the Head of Research Contracts, lead on the approach to intellectual property (IP) management, technology transfer and commercialisation.
- Oversee the commercialisation process and ensure appropriate protection, exploitation and management of intellectual property arising from research activities.

Research Security and Trusted Research

- Lead the development, implementation and continual improvement of the University's Research Security Framework.
- Serve as the institutional lead for research security and trusted research, developing institutional policies, procedures and guidance and providing expert advice on research security issues to academic and professional services colleagues.
- Lead institutional due diligence and risk assessment processes relating to research related collaborations, partnerships, commercial engagements and other relevant research activities.
- Work with professional services teams to ensure institutional compliance with research security legislation, regulatory requirements and University policy.
- Develop and oversee awareness and training programmes to build research security capability across the institution.
- Act as the University's principal liaison with relevant government departments, regulators and sector bodies regarding research security and due diligence matters.

Leadership and people management

- Lead a high performing team to ensure that support is developed, delivered and managed effectively and efficiently and is aligned with the university's strategic objectives and targets.
- Ensure that relevant processes and policies are efficient, effective and delivered to satisfy stakeholder needs and lead business process and systems improvement to drive efficiency and effectiveness, promoting a proactive, innovative and interactive culture within the team.
- Build effective relationships across faculties, departments and professional services functions.

Management information and external reporting

- Lead on the provision of robust management information and data relating to partnership, KE, innovation and impact to support colleagues in establishing appropriate University strategies, targets and KPIs and providing regular feedback to senior management.
- Oversee the provision of data for external reporting e.g., HEBCI and provide narrative statements for both internal and external reporting.
- Oversee reporting relating to research security, research collaboration due diligence and institutional compliance, including provision of management information, assurance reporting and external returns where required.

University leadership

- As appropriate, act as an authorised signatory, ensuring that risks are evaluated and managed appropriately.
- Undertake such roles and management functions as may be reasonably required by the Director of Research and Innovation, including participation in meetings and working groups within the university to which appointed or elected, representing and deputising for the Director of R&I as required.
- Undertake, subject to the agreement of the Director of Research and Innovation, external activities which reflect well upon and enhance the reputation of the University.

Other Duties

The duties listed above may be varied from time to time as dictated by the changing needs of the University. The post holder will also be expected to undertake additional duties as appropriate and as requested by their manager.

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

Our Values

Advancing equity and inclusion is central to our identity as a University of Social Purpose, guided by our values of being Respectful, Innovative, Open, and Daring. We strive to build a fair and inclusive environment for all colleagues and students, where we challenge ourselves and others with integrity, and approach difference with understanding and kindness. Every member of our community is expected to treat others with dignity, work collaboratively across a wide range of backgrounds and perspectives, and contribute to a place where everyone can participate fully and feel valued.

Person Specification

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

Job Title: Head of Knowledge Exchange and Partnerships

Department: Research and Innovation

Criteria	Essential	Desirable
Knowledge, Education, Qualifications and Training		
High standard of education to degree level or equivalent experience with evidence of continued professional development.	X	
Postgraduate level qualification		X
Extensive knowledge and understanding of the research and innovation landscape	X	
Demonstrable knowledge of research security, trusted research, export control and due diligence	X	
Skills and Abilities		
Ability to provide strategic leadership, motivation and management for staff and teams	X	
Ability to take a leading role on strategic or policy matters relevant to the post	X	
Ability to build strong, credible relationships with businesses, third sector organisations and academic staff	X	
Excellent interpersonal and organisational skills and ability to deliver to tight deadlines	X	
Demonstrable proactive and solution focused approach, able to lead and inspire	X	
Proven strong project management, negotiation, influencing and written and verbal communication skills	X	
Strategic planning skills and experience of developing business plans		X
Experience		
Extensive experience of negotiating and delivering successful partnerships that have generated income in a relevant area	X	
Significant experience at a managerial level of successfully working at the interface between university research and business	X	
Significant experience of leading and facilitating knowledge exchange, innovation management and research impact development.	X	
Considerable experience of technology transfer, intellectual property management and/or research commercialisation.	X	
Experience of developing institutional policies, processes, guidance and training relating to research security, research compliance or risk management.		X
Experience of leading institutional research security, trusted research or research compliance programmes.		X
Other requirements		

Commitment to personal development	X	
Able to travel to events and external activities as required	X	