



Job Description & Person Specification

Post title: Head of Knowledge Exchange, Practice and Research in STEM	Grade: Academic Head of Department
School or Department: School of Science and Technology	Hours per week: 37
Other requirements of the role: Deputise for ADR as appropriate	
Immediate line manager: Associate Dean for Research	

Job purpose:

- Contribute to the development and delivery of the school's strategic and operational objectives, particularly with respect to research priorities aligned to knowledge exchange and practice.
- Contribute to the leadership and delivery of the School's Knowledge Exchange Framework (KEF) plan.
- Develop and facilitate effective communications, development of research & industrial partnerships with relevant external stakeholders for mutual benefit and translational impact.
- Be an active and engaged member of the school's leadership team, working closely with colleagues within the school and across the University to deliver the school research and innovation plans.

Principal duties and responsibilities:

1. To support the development and lead the implementation of the School's KEF strategy aligned to research and practice endeavours, working with colleagues across the School and University as appropriate.
2. To lead on areas of knowledge exchange development (research aligned impact and outcomes), including research partnerships, local growth, and regeneration strategy, working with business and the public sector, IP and commercialisation to enhance external income generation.
3. To work closely with the Associate Dean for Research to generate growth in external income streams, particularly in relation to knowledge exchange and research provision (e.g., contract research, commercial, consultancy).
4. To develop and manage key external partnerships and communicate effectively with external partners towards achievement of School strategy, objectives, and development outcomes particularly in relation to knowledge exchange aligned to research.
5. To lead project planning and delivery to support impact case development, as well as academic and international developments in practice and research.
6. To work with senior management on the development of the Teaching and Practice pathway as a career progression route for colleagues.

7. To monitor progress in KEF aligned to the school research and innovation plans, and other appropriate key performance indicators to support school priorities, including narrative and data analysis of relevant reports.
8. To line-manage colleagues, e.g., business development manager, in accordance with university policy.
9. To share accountability for the strategic decision making, operational leadership and monitoring of School performance, as a member of the School Executive Team.
10. To participate in relevant internal and external committees, networks and working groups and represent the Executive Dean, and Associate Dean for Research as appropriate.
11. To provide academic leadership in the development of the school's research resources, facilities and digital infrastructure, liaising with the Head of School Operations, Digital Technologies and the Estates departments as required.
12. To support the work of and deputise for the Associate Dean of Research as appropriate.
13. To promote a culture of inclusivity, diversity, and collaboration, in which individuals are respected and valued in line with university policies and ensuring all statutory obligations are met.
14. To support the delivery of a pro-active Health and Safety culture within the school, in line with NTU Health and Safety policies.
15. To support the Dean and ADR in the achievement of financial plans for the school, when requested.
16. To travel internationally as appropriate to develop and foster international research partnerships.
17. To be responsible for ensuring that all University Policies and Procedures are appropriately applied and followed within the areas of responsibility of the post.
18. To contribute to the appropriate leadership, planning and support for development of staff within the school as appropriate to the role.
19. To maintain own academic standing and authority through teaching, practice, and research activities as relevant, developing and maintaining an external profile.
20. Where appropriate, to lead on designated cross-School and/or cross-University activity and initiatives.

Please note that this Job Description is not intended to be an exhaustive list of duties and will be subject to periodic review by the Dean of School and in discussion with the post holder. Some of the above responsibilities may be delegated appropriately.

N.B. The post-holder may be required to undertake any other duties which may reasonably be required as within the nature of the duties and responsibilities of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

Personal Attributes

Attributes	Essential	Desirable
<p>Knowledge</p>	<p>Knowledge of approaches to practice and knowledge exchange fostering research capabilities in one or more subject areas in the School of Science and Technology.</p> <p>Highly developed knowledge and understanding of how to identify and deliver new business opportunities in STEM subject areas.</p> <p>A good understanding of the national international context of research and KEF.</p> <p>An understanding of public policy relating to the Higher Education sector in the UK.</p>	
<p>Skills</p>	<p>Strong interpersonal skills, with the ability to negotiate, motivate and influence.</p> <p>Excellent communication skills, with tolerance and awareness of cultural diversity.</p> <p>Excellent planning, organisational and data analytical skills.</p> <p>Credibility and integrity in dealing with people at all levels and particularly at a senior level.</p> <p>Ability to manage and be accountable for budgets.</p> <p>Ability to respond to the external environment and to lead organisational and cultural change.</p> <p>Resilient, able to work under pressure and to tight deadlines.</p>	
<p>Experience</p>	<p>Experience of working in a leadership role, involving strategy and operations, within a higher education institution or equivalent.</p>	<p>Experience of project management</p>

	<p>Track record of success in income generation within at least one area of the school's interest, including the development of funding bids.</p> <p>Experience of leading the planning and delivery of practice or research programmes, e.g., training programmes or grant applications with employers.</p> <p>Experience of leading initiatives to improve the research experience.</p> <p>Extensive experience of working with practice and or research frameworks.</p> <p>Experience of building and maintaining relationship with external stakeholders and partners, e.g., international academic research partners.</p> <p>Some line management experience.</p>	
Qualifications	<p>A PhD in a subject relevant to one of the disciplines in the school, or a degree with extensive professional practice and or research experience in a subject relevant to one of the disciplines in the school.</p> <p>Fellowship of the Higher Education Academy or a PG Cert or equivalent.</p>	Senior Fellowship of the Higher Education Academy

Competencies

Essential Competencies

Leading and Coaching (Level 4)

Takes responsibility for strategic developments, sets standards and direction. Takes responsibility for developing talent and succession planning. Is a role model for others.

Communicating and Influencing (Level 4)

Communicates and negotiates effectively with a range of stakeholders on complex matters which have future implications for the success of the University. Alert to internal and external dynamics of the organisation. incorporates wider political factors into influencing strategy.

Organisation and Delivery (Level 4)

Adopts a long-term view and plans resources accordingly. Develops local strategy in support of the University's Strategic Plan and develops resourcing models to underpin implementation.

Making Informed Decisions (Level 4)

Identifies areas for development by reviewing current trends and data. Develops products, policy and strategy for the future. Horizon Scanning.

Customer Focus (Level 4)

Anticipates the needs of customers, seeking evidence of demand from the market(s) and from stakeholders. Seeks out and manages long term relationships with stakeholders, develops strategic initiatives to ensure the delivery of a quality and valued service.

Entrepreneurial and Commercial Focus (Level 3)

Spots and progresses business opportunities and opportunities for collaborative working externally and internally.

Creativity and Innovation (Level 3)

Reviews, tests, and implements new concepts, models and approaches to practice in support of service development and delivery.

Job Description and Person Specification created by (post title): ADR