**Knowledge Exchange Associate**

|  |  |  |  |
| --- | --- | --- | --- |
| Choose/type an item or delete row | Select a department | | |
| Choose/type an item or delete row | Choose an item | | |
| Staff Category | Knowledge Exchange | Reference No | Click here to enter text |
| Reports To | Head of Department/Institute | Grade | 7 |
| Salary Range | £36024 - £44263 | Contract Type | Choose a contract type |
| FTE | Select/type an FTE value | Closing Date | Click here to enter a date |
| Holidays | 31 days + 11 statutory days  Option to purchase additional holidays. | On Site Facilities | Car parking, sports centre, catering. |
| Pensions | Contributory pension scheme available to all staff including generous employer contribution. | | |
| Training | Professional Development with [Organisational and Staff Development Unit](http://www.strath.ac.uk/hr/learninganddevelopment/) (OSDU) plus external training if required. | | |
| Family Friendly Benefits | Generous parental leave provision, on-campus nursery and options for flexible working. | | |
| Health and Wellbeing | University Sport centre, Occupational Health service, access to health and wellbeing events, cycle to work scheme, Employee Assistance Programme, agile working and established carers support network and carer friendly policies. | | |

# Job Advert

*Add Department/School details & project details here.*

As a Knowledge Exchange Associate, as part of a wider knowledge exchange / research group or programme you will develop knowledge exchange objectives and proposals for own or joint knowledge exchange activities and play a lead role in relation to a specific project/s or part of a broader project, with guidance from senior colleagues as required. You will conduct individual and/or collaborative knowledge exchange activities, including determining appropriate methods and contributing to the development of new knowledge exchange methods, continually reflecting on practice/methodology to enhance delivery to partners.

To be considered for the role, you will have a good honours degree and PhD / higher degree (or equivalent professional experience) in appropriate discipline. You will have sufficient breadth or depth of knowledge in the relevant discipline/s to contribute to knowledge exchange programmes and to the development of knowledge exchange activities. You will have the ability to conduct individual knowledge exchange projects, work directly and independently with clients, and to prepare new knowledge exchange proposals.

Whilst not essential for the role, applications are welcomed from candidates with: membership/working towards membership of a relevant Chartered/professional body (including the Higher Education Academy), experience of relevant student supervision and teaching activities.

# Job Description

## Brief Outline of Job:

To undertake a specific knowledge exchange project/s under the general guidance of a knowledge exchange / research leader; to establish a personal knowledge exchange portfolio and plan knowledge exchange proposals, with assistance from senior colleagues as required; to engage where required in relevant research and teaching; and input to administrative activities.

## **Main Activities/Responsibilities**:

|  |  |
| --- | --- |
| 1. | As part of a wider knowledge exchange / research group or programme, develop knowledge exchange objectives and proposals for own or joint knowledge exchange activities and play a lead role in relation to a specific project/s or part of a broader project, with guidance from senior colleagues as required. |
| 2. | Plan and manage own workload, with guidance from colleagues as required. |
| 3. | Conduct individual and/or collaborative knowledge exchange activities, including determining appropriate methods and contributing to the development of new knowledge exchange methods, continually reflecting on practice/methodology to enhance delivery to partners. |
| 4. | Identify sources of funding and contribute to the securing of funds for knowledge exchange activities, including fostering links with potential partners, drafting proposals and planning for future proposals. |
| 5. | Write up reports, individually or in collaboration with colleagues, for external organisations, and further write up findings for additional dissemination (e.g. professional publications or peer review journal publication) as appropriate. |
| 6. | Join external networks to share information and ideas, inform the development of knowledge exchange objectives and to identify potential sources of funding. |
| 7. | Collaborate with colleagues to ensure that knowledge exchange advances inform departmental research and teaching efforts. |
| 8. | Participate in running successful CPD events and consultancy activity. |
| 9. | Supervise student projects, provide advice to students and contribute to teaching as required by, for example, running tutorials and supervising practical work. |
| 10. | Contribute in a developing capacity to Department/School, Faculty and/or University administrative and management functions and committees. |
| 11. | Engage in continuous professional development. |

# Person Specification

|  |  |  |
| --- | --- | --- |
| Educational and/or Professional Qualifications **(E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)** | **Essential/ Desirable** | **Assessment Method** |
| Good honours degree and PhD / higher degree (or equivalent professional experience) in appropriate discipline. | Essential | Application/CV |
| Membership of relevant Chartered/professional bodies (for example Higher Education Academy). | Desirable | Application/CV |
| Experience |  |  |
| Sufficient breadth or depth of knowledge in the relevant discipline/s to contribute to knowledge exchange programmes and to the development of knowledge exchange activities. | Essential | App/CV/ Interview |
| Some relevant work experience. | Desirable | App/CV/ Interview |
| Experience of relevant student supervision and teaching activities. | Desirable | App/CV/ Interview |
| Job Related Skills and Achievements |  |  |
| Ability to conduct individual knowledge exchange projects, work directly and independently with clients, and to prepare new knowledge exchange proposals. | Essential | Interview |
| Ability to plan and organise own workload effectively. | Essential | Interview |
| Ability to work constructively within a team environment. | Essential | Interview |
| Personal Attributes |  |  |
| Excellent interpersonal and communication skills, with the ability to listen, engage and persuade, and to present complex information in an accessible way to a range of audiences. | Essential | Interview |

# Application Procedure

Select Application Procedure (HR use only)

# Other Information

Further information on the application process and working at Strathclyde can be found on our website (<http://www.strath.ac.uk/hr/workforus>).

Informal enquiries about the post can be directed to Enter contact name, Enter contact job title (Enter contact email/phone details.).

## Conditions of Employment

Conditions of employment relating to Knowledge Exchange Staff can be found here: [Conditions of Employment](http://www.strath.ac.uk/hr/careerpathways/informationtermsconditions/).

**Rewards and Benefits**

Our staff have access to a wide range of outstanding benefits that include financial rewards, family friendly and wellbeing benefits and career development opportunities, details of which can be found [here](https://www.strath.ac.uk/workwithus/vacancies/rewardsbenefits/).

## PVG Check

This position involves regulated work, making it a legislative requirement that the successful candidate becomes a member of the Protection of Vulnerable Groups Scheme. If appointed, employment with the University will not be confirmed, until membership of the Scheme has been received. The successful applicant will be precluded from working with protected groups until that time.

## Basic Disclosure

This role requires the satisfactory outcome of a Basic Disclosure Scotland Check. The successful applicant will be asked to carry out a Basic Disclosure Scotland Check. Whether an outcome is satisfactory will be determined by the University.

## Probation

Where applicable, the successful applicant will be required to serve a 9 month probationary period.

## Pension

The successful applicant will be eligible to join the Universities' Superannuation Scheme. Further information regarding this scheme is available from [Payroll and Pensions](http://www.strath.ac.uk/finance/financialservices/pensions/).

## Relocation

Where applicable, the University offers a relocation package to support new employees who meet the eligibility criteria. The relocation package is offered as a contribution towards costs incurred, and is designed to be flexible, allowing staff to use the financial support available in the way that will be most helpful to them. Further details are outlined in the Relocation Policy.

## Interviews

Informal interviews will be held on Enter an informal interview date..

Formal interviews for this post will be held on Enter an interview date..

## Equality and Diversity

The University of Strathclyde is a socially progressive institution that strives to ensure equality of opportunity and celebrates the diversity of its student and staff community.  Strathclyde is people-oriented and collaborative, offering a supportive and flexible working culture with a deep commitment to our equality, diversity and inclusion charters, initiatives, groups and networks.

We strongly encourage applications from Black, Asian and minority ethnicity, women, LGBT+, and disabled candidates and candidates from lower socio-economic groups and care-experienced backgrounds.

## University Values

The University’s Values capture what we’re all about: who we are, what we believe in and what we stand for. [Our Values](https://www.strath.ac.uk/whystrathclyde/values/) have been derived from how we act and how we expect to be treated as part of Strathclyde.

