

Job Level Descriptors Knowledge Exchange

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Job Level Descriptors

Knowledge Exchange

1 Knowledge Exchange – Grade 6 (Knowledge Exchange Assistant)

1.1 Job Summary

Postholders are primarily assisting within a knowledge exchange or research team on an established programme of work. Postholders manage their own activities and prioritise their own workload to ensure all work is delivered to deadlines under the general supervision of senior colleagues and taking cognisance of the associated activities of others. Postholders will assist with knowledge exchange programmes by, for example, conducting literature reviews, gathering information on external partners and collating findings. Postholders are required to communicate often complex information in an accessible way for a range of audiences including external KE partners.

1.2 Representative Work Activities

Knowledge Exchange/Research	<ul style="list-style-type: none"> • Gather information relating to external partners and collate findings • Conduct literature reviews and gather information on external partners • Develop questionnaires and conduct surveys relevant to the knowledge exchange programme • Undertake administrative activities relevant to the knowledge exchange programme
Teaching and Learning	<ul style="list-style-type: none"> • Assist with the supervision of student projects • Assist with the delivery of introductory classes as required
Communication	<ul style="list-style-type: none"> • Liaise with colleagues within the knowledge exchange team and, under appropriate supervision, knowledge exchange partners • Communicate results of own knowledge exchange activities both orally and in writing, including via social media where appropriate • Make relevant contacts to develop knowledge and to foster good working relationships for future collaborations
Planning and Managing	<ul style="list-style-type: none"> • Plan own day-to-day activities within the framework of the agreed knowledge exchange programme • Contribute to the planning of the knowledge exchange programme
Teamwork	<ul style="list-style-type: none"> • Actively participate as part of the knowledge exchange team • Attend and contribute to relevant meetings
Initiative, Problem Solving and Decision-Making	<ul style="list-style-type: none"> • Within the framework of the knowledge exchange programme, make decisions on methods/sources for gathering relevant information • Make use of standard research methods to deliver required research/knowledge exchange outcomes • Deal with problems arising which might affect the achievement of knowledge exchange objectives and deadlines • Analyse and interpret results of findings and research, making decisions on relevance of findings and what findings should be reported
Work Environment	<ul style="list-style-type: none"> • May involve a working environment other than a normal office

1.3 Knowledge, Skills and Experience

Postholders require the knowledge, skills and experience normally associated with a first degree and may have some previous relevant work experience.

This includes:

- Sufficient breadth or depth of knowledge in the relevant discipline/s to effectively contribute to the knowledge exchange programme/s
- Knowledge of appropriate knowledge exchange and research methods
- Ability to plan and organise own workload effectively with general supervision from senior colleagues

1.4 Quality Indicators

- Engage in continuing professional development through developing further skills and knowledge of knowledge exchange methods and techniques
- Relate positively and professionally to students, colleagues and external partners
- Knowledge of, and adherence to, the University's policies such as Health and Safety and Equal Opportunities

2 Knowledge Exchange – Grade 7 (Knowledge Exchange Associate)

2.1 Job Summary

Postholders are undertaking one or more knowledge exchange projects, usually under the general guidance of a knowledge exchange/research leader. They are developing their own or joint knowledge exchange activities including the formulation of objectives and proposals, with assistance as required, and will play a lead role in relation to a specific project/s or part of a broader project, with guidance available from senior colleagues. Postholders plan and manage their own activities and prioritise their own workload taking cognisance of the associated activities of others to ensure outcomes are achieved to required deadlines. Postholders write up knowledge exchange work either individually or collaboratively with colleagues for external partners and may also disseminate in additional ways through, for example, professional publications or peer reviewed journals. Postholders contribute to collaborative decision making with colleagues on knowledge exchange matters and also provide input to departmental/school administration and teaching.

2.2 Representative Work Activities

Building on the level of demand indicated in Grade 6.

Knowledge Exchange	<ul style="list-style-type: none"> • Develop knowledge exchange objectives and proposals for own or joint knowledge exchange activities • Conduct individual and/or collaborative knowledge exchange projects • Identify sources of funding and contribute to securing funding for knowledge exchange • Disseminate knowledge to ensure that knowledge exchange advances inform departmental/school research and teaching efforts
Teaching and Learning	<ul style="list-style-type: none"> • Participate in running successful CPD events and consultancy activity • Supervise student projects • Contribute to teaching as required by, for example, running tutorials and supervising practical work
Communication	<ul style="list-style-type: none"> • Present complex information of a specialist or highly technical nature • Participate in external networks to share information and ideas, inform the development of knowledge exchange objectives and identify sources of funding • Build up internal contacts and participate in internal networks for the exchange of information and to form relationships for future collaboration • Write reports of findings for external organisations, individually or in collaboration with others • Write up findings for additional dissemination as appropriate e.g. for publication in professional or peer reviewed journals • Foster relationships with potential partners and prepare proposals for future funded projects

Planning and Managing	<ul style="list-style-type: none"> • Plan and manage own workload, with guidance from colleagues as required • Contribute to the planning of a wider knowledge exchange programme • Plan and manage personal contribution to teaching e.g. tutorials/CPD events as agreed in collaboration with others
Teamwork	<ul style="list-style-type: none"> • Attend and contribute to relevant meetings • Collaborate with colleagues on areas of shared interest
Initiative, Problem Solving and Decision-Making	<ul style="list-style-type: none"> • Determine appropriate methods for conducting the knowledge exchange project • Contribute to the development of new knowledge exchange methods, continually reflecting on practice/methodology to enhance delivery to partners • Deal with problems arising which might affect the achievement of knowledge exchange objectives and deadlines • Analyse and interpret results of findings and research, making decisions on relevance of findings and what findings should be reported
Work Environment	<ul style="list-style-type: none"> • May involve a working environment other than a normal office

2.3 Knowledge, Skills and Experience

Postholders require the knowledge, skills and experience normally associated with a first degree and a PhD (or equivalent professional experience) in an appropriate discipline.

This includes:

- 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
- A developing ability to conduct knowledge exchange projects, work directly and independently with clients, and to prepare new knowledge exchange proposals
- Ability to plan and organise own work effectively with general supervision from senior colleagues

2.4 Quality Indicators

- Making a clear contribution to the departmental/school knowledge exchange effort
- Engage in continuing professional development through developing further skills and knowledge of knowledge exchange methods and techniques
- Relate positively and professionally to students, colleagues and external partners
- Knowledge of, and adherence to, the University's policies such as Health and Safety and Equal Opportunities

3 Knowledge Exchange – Grade 8 (Knowledge Exchange Fellow)

3.1 Job Summary

Postholders are independent knowledge exchange professionals who develop knowledge exchange objectives and proposals, engage in individual and collaborative knowledge exchange projects and plan, co-ordinate and implement knowledge exchange programmes to ensure delivery of objectives. Postholders write up knowledge exchange work either individually or collaboratively as lead author for external partners and they may also disseminate in additional ways through, for example, professional publications, peer reviewed journals or presentation at conference. Postholders generate interest in knowledge exchange programmes through engagement with industry and external bodies and have a responsibility for the identification and acquisition of sources of funding for knowledge exchange projects. Postholders manage knowledge exchange teams which may include staff and students, as appropriate. Postholders participate in administrative activities within the Department/School including membership of Departmental/School and, on occasion, Faculty or University committees. Postholders manage CPD and consultancy activities and may also contribute to relevant research and/or teaching within the Department/School.

3.2 Representative Work Activities

Building on the level of demand indicated in Grade 7.

Knowledge Exchange	<ul style="list-style-type: none"> • Develop knowledge exchange objectives, projects and proposals • Generate interest in knowledge exchange projects through engagement with industry and professional bodies • Conduct individual or collaborative knowledge exchange projects • Identify and secure funding for knowledge exchange activities • Manage CPD and consultancy activity • Disseminate knowledge to ensure that knowledge exchange advances inform departmental/school activity, including research and teaching efforts
Research	<ul style="list-style-type: none"> • Contribute to research programmes in the department/school
Teaching and Learning	<ul style="list-style-type: none"> • Contribute to teaching and learning programmes in the department/school
Communication	<ul style="list-style-type: none"> • Routinely communicate complex and conceptual ideas to those with limited knowledge and understanding as well as peers using a range of media • Participate in and develop external networks to foster knowledge exchange collaborations, to inform the development of knowledge exchange objectives and to identify potential sources of funding • Write reports of findings for external organisations, individually or in collaboration with others (often as lead author) • Write up findings for additional dissemination as appropriate e.g. for publication in professional or peer reviewed journals, presentation of conference papers • Deal with problems and help colleagues resolve concerns about progress in knowledge exchange activities • Engage with industry and professional bodies to generate interest in knowledge exchange projects and collaborations
Planning and Managing	<ul style="list-style-type: none"> • Plan, co-ordinate and manage knowledge exchange programmes • Plan and manage the work of others e.g. Knowledge Exchange/Research Assistant, Research students

	<ul style="list-style-type: none"> • Mentor colleagues with less experience and advise on personal development • Manage the use of project resources and ensure effective use is made of them • Manage knowledge exchange project budgets • Plan and manage CPD and consultancy activity related to knowledge exchange programme/s
Teamwork	<ul style="list-style-type: none"> • Co-ordinate the work of a small team of knowledge exchange/research professionals • Collaborate with colleagues to ensure that knowledge exchange advance informs activities, including research and teaching efforts, within the Department/School • Act as a responsible team member, leading where agreed, and develop productive working relationships with other members of staff and external partners
Initiative, Problem Solving and Decision-Making	<ul style="list-style-type: none"> • Assess, evaluate and interpret outcomes of knowledge exchange activity • Facilitate innovation through the identification of opportunities for transfer of academic research to practical application e.g. in industry or through the influencing of public policy • Resolve problems of meeting knowledge exchange objectives and deadlines • Resolve any difficulties that may occur between the internal team and knowledge exchange partners • Develop ideas for new knowledge exchange initiatives within field • Develop ideas for generating interest in and funding for knowledge exchange initiatives • Decide in knowledge exchange programmes and methodologies, often in collaboration with colleagues and knowledge exchange partners, and occasionally subject to approval of the head of the knowledge exchange/research programme on fundamental issues
Work Environment	<ul style="list-style-type: none"> • May involve working in an environment other than an office

3.3 Knowledge, Skills and Experience

Postholders require the knowledge, skills and experience normally associated with a first degree and a PhD (or exceptionally equivalent professional experience) in an appropriate discipline as well as:

- An established track record in carrying out knowledge exchange projects
- The ability to develop high quality knowledge exchange proposals and to independently attract knowledge exchange funding

3.4 Quality Indicators

- Knowledge exchange project deadlines and objectives are met
- Knowledge exchange proposals are developed and associated funding is attracted
- There is a clear contribution to the department/school knowledge exchange strategy and output
- Knowledge of, and adherence to, the University's policies such as Health and Safety and Equal Opportunities

4 Knowledge Exchange – Grade 9 (Senior Knowledge Exchange Fellow)

4.1 Job Summary

Postholders are knowledge exchange leaders who lead and manage a range of high value knowledge exchange programmes and associate research activities and anticipate new directions for themselves and knowledge exchange teams. They play a key role in devising new knowledge exchange strategies and deliver a range of innovative outcomes which are of national/international significance including professional publications, conferences, outreach events etc. Postholders generate new knowledge exchange approaches, develop and submit proposals for funding of significant value and will lead and develop networks which foster knowledge exchange collaborations and generate income. Postholders lead knowledge exchange project teams which may include staff and students, providing leadership, support and guidance. They deal with complex problems, which colleagues refer to them as the recognised expert/leader, where there may be a lack of precedent in how to deal with these issues. Postholders make a significant contribution to the administrative activities of the Department/School including membership/chair of relevant committees (including Faculty or Department/School level) and acting in senior departmental/school administrative positions. They also contribute to teaching and student supervision at all levels.

4.2 Representative Work Activities

Building on level of demand in Grade 8

Knowledge Exchange	<ul style="list-style-type: none"> • Define relevant knowledge exchange objectives and prepare knowledge exchange proposals • Contribute to the development of knowledge exchange strategies within the Department/School • Carry out knowledge exchange activities and act as Principal Investigator and project leader on major knowledge exchange projects • Publish knowledge exchange findings in national/international professional publications on a sustained basis and present at national and/or international conferences and outreach events • Develop proposals for knowledge exchange projects which are innovative and make a significant impact through the transfer of academic research to practical application e.g. for industry or to influence public policy • Generate new knowledge exchange ideas and identify, adapt, devise and use appropriate knowledge exchange/research ideas • Actively seek knowledge exchange funding and secure it as far as is reasonably possible • Manage high value CPD and consultancy activity including the securing of funding • Disseminate knowledge to ensure that knowledge exchange advances inform departmental/school activity including research and teaching efforts
Research	<ul style="list-style-type: none"> • Lead research activities that complement the knowledge exchange programme
Teaching and Learning	<ul style="list-style-type: none"> • Supervise the work of research students • Contribute to teaching and learning programmes in the department/school
Communication	<ul style="list-style-type: none"> • Disseminate conceptual and complex ideas to a wide variety of audiences using appropriate media and methods to promote understanding

	<ul style="list-style-type: none"> • Disseminate and explain knowledge exchange findings through professional publications, conferences, outreach events etc • Lead and develop internal and external networks to foster knowledge exchange collaborations, to inform the development of knowledge exchange objectives and to generate income • Develop internal networks through, for example, chairing or participating in appropriate committees • Chair and/or participate in committees at Department/School, Faculty and/or University level • Develop and maintain close links with external partners including senior staff within industry, learned societies, government and/or relevant Chartered/professional bodies
Managing Resources	<ul style="list-style-type: none"> • Provide leadership to those working within the knowledge exchange programme by coordinating the work of others to ensure research and knowledge exchange projects are delivered effectively and to time or organising the work of a team by agreeing objectives and work plans • Contribute to the development of teams and individuals including through formal mechanisms such as the Accountability and Development Review process • Act as line manager to knowledge exchange and associated research teams, as appropriate • Contribute to overall management of the department/school in areas such as administration and budget planning • Contribute to the strategic planning of the Department/School, particularly in relation to knowledge exchange activity • Plan and deliver knowledge exchange and associated research programmes, ensuring that resources are available and required income levels are achieved • Plan and manage the delivery of high value CPD and consultancy activity
Teamwork	<ul style="list-style-type: none"> • Lead teams within area of responsibility • Ensure that teams within the Department/School work together • Act to resolve conflicts within and between teams
Initiative, Problem Solving and Decision-Making	<ul style="list-style-type: none"> • Resolve problems affecting the delivery of knowledge exchange projects within own area and in accordance with regulations • Make decisions regarding the strategic and operational aspects of own knowledge exchange programme • Contribute to decision making which has an impact on other related programmes • Provide advice to others on developing knowledge exchange opportunities that may exist as they relate to their own area of work • Identify opportunities for strategic development of new projects or appropriate areas of activity and lead/contribute to the development of such ideas
Work Environment	<ul style="list-style-type: none"> • May involve a working environment other than an office

4.3 Knowledge, Skills and Experience

Postholders require the knowledge, skills and experience normally associated with a first degree and a PhD (or exceptionally equivalent professional experience) in an appropriate discipline as well as:

- A sustained track record of delivering successful knowledge exchange activity with impact and with clear strategic benefit to the University
- A growing national reputation for leading significant knowledge exchange projects, resulting in close links which influence senior staff in industry, learned societies, government and/or relevant Chartered/professional bodies
- A track record of securing knowledge exchange funding and managing associated projects

4.4 Quality Indicators

- Externally recognised authority in field/discipline with extensive links which influence external partners
- Attraction of significant knowledge exchange funding
- Evidence of positive innovation and impact (e.g. funding, income, national agendas)
- Evidence of a clear contribution at Departmental/School and Faculty/University level through chairing/membership of committees
- Knowledge of, and adherence to, the University's policies such as Health and Safety and Equal Opportunities

5 Knowledge Exchange – Grade 10 (Principal Knowledge Exchange Fellow)

5.1 Job Summary

Postholders are undertaking roles similar to Grade 9 but in addition their knowledge exchange contributions give them a national and growing international reputation in their field which is evidenced by delivery of products/outputs/policy/practice industry/public policy etc. that have a substantial strategic impact to relevant professional field.

5.2 Representative Work Activities

See Knowledge Exchange Grade 9.

5.3 Knowledge, Skills and Experience/Quality Indicators

In addition to that indicated at Grade 9:

- Externally recognised authority with a national and growing international reputation evidenced through positive reports from independent external experts in the postholder's field.
- Evidence of delivery of substantial body of work which has had a significant impact on relevant professional field.