KNOWLEDGE EXCHANGE STAFF CATEGORY PROFILES

Purpose

This document contains template job profiles which set out in general terms the characteristics of roles at each level of the knowledge exchange staff category. These templates will be made available to Departments/Schools for use as the basis for the advertised job information for Knowledge Exchange staff posts, and may be adapted to fit local needs and circumstances. The templates will also be useful to Heads of Department/School in clarifying roles, performance expectations and career plans with relevant staff.

Definition of Knowledge Exchange

The Scottish Funding Council defines knowledge exchange as:

"Knowledge exchange is a dynamic, ongoing, two-way interaction and flow of ideas and people between the university and business, public and third sector organisations, in the mutual interest of those parties, and includes the creation of new external organisations that use university know-how such as commercial spin-outs and social enterprises."

Within this staff category, knowledge exchange activity is defined as engagement with external bodies including industry, government and business, where this is in the mutual interest of the University and these partners. Knowledge exchange comprises a range of activities which might include Knowledge Transfer Partnerships, Proof of Concept awards, patents, spin-out or start-up companies, services rendered / consultancy activity, conferences, CPD courses/modules and contributions to public policy and the professions.
KNOWLEDGE EXCHANGE ASSISTANT (Grade 6 / KE staff category)

Template Job Description

Job Purpose
To assist in the delivery of knowledge exchange activities as part of a team, working within an established knowledge exchange / research programme/s under the general supervision of senior colleagues; to input as a team member to administrative activities; to assist where required with relevant research and teaching activities.

Main Activities/Responsibilities
- Assist the delivery of knowledge exchange projects by assisting in initial research by, for example, conducting literature reviews, gathering information with regard to external partners and collating findings.
- Liaising directly with external partners, under appropriate supervision, to provide support consistent with the terms of the KE project.
- Manage and prioritise own workload within agreed objectives to ensure that all activities are completed to deadlines.
- Write up results of own knowledge exchange activities and contribute to the production of relevant reports and publications.
- Contribute to the planning of knowledge exchange programmes.
- Assist with research and teaching activities as required.
- Assist with the supervision of student projects and the delivery of introductory classes as required.
- Input as a team member to Department/School, Faculty and/or University administrative activities.
- Engage in continuous professional development.

Template Person Specification

Essential Criteria
- Good honours degree in appropriate discipline.
- 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.
- Ability to work constructively within a team environment.
- 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.

Desirable Criteria
- Higher degree (or equivalent professional experience) in appropriate discipline.
- Some relevant work experience.
- Membership / working towards membership of relevant Chartered/professional bodies (for example Higher Education Academy).
- Experience of relevant student supervision and teaching activities.
KNOWLEDGE EXCHANGE ASSOCIATE (Grade 7 / KE staff category)

Template Job Description

Job Purpose
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
- 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.
- Plan and manage own workload, with guidance from colleagues as required.
- 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.
- 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.
- 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.
- Join external networks to share information and ideas, inform the development of knowledge exchange objectives and to identify potential sources of funding.
- Collaborate with colleagues to ensure that knowledge exchange advances inform departmental research and teaching efforts.
- Participate in running successful CPD events and consultancy activity.
- Supervise student projects, provide advice to students and contribute to teaching as required by, for example, running tutorials and supervising practical work.
- Contribute in a developing capacity to Department/School, Faculty and/or University administrative and management functions and committees.
- Engage in continuous professional development.

Template Person Specification

Essential Criteria
- Good honours degree and PhD / higher degree (or equivalent professional experience) in appropriate discipline.
- 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.
- Ability to conduct individual knowledge exchange projects, work directly and independently with clients, and to prepare new knowledge exchange proposals.
- Ability to plan and organise own workload effectively.
- Ability to work constructively within a team environment.
- 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.

Desirable Criteria
- Some relevant work experience.
- Membership of relevant Chartered/professional bodies (for example Higher Education Academy).
- Experience of relevant student supervision and teaching activities.
KNOWLEDGE EXCHANGE FELLOW (Grade 8 / KE staff category)

Template Job Description

Job Purpose
To pursue and establish an independent and high quality knowledge exchange programme/s, including securing knowledge exchange contracts and funding; manage knowledge exchange programmes to ensure delivery of associated objectives; where appropriate, to manage a knowledge exchange team (staff and students); to engage as appropriate in relevant research and teaching activities; and to carry out administrative tasks assigned by the Head of Department/School.

Main Activities/Responsibilities
- Engage as an independent knowledge exchange professional in individual and collaborative knowledge exchange projects, establishing a distinctive programme of area of knowledge exchange and generating interest through engagement with industry and professional bodies.
- Apply, as Principal- or Co-Investigator, to appropriate external organisations for knowledge exchange funding and manage projects secured.
- Write up reports, often as lead author, for external organisations, and further write up findings for additional dissemination (e.g. professional publications or peer review journal publication) as appropriate.
- Manage a knowledge exchange team (students and staff), providing direction, support and guidance.
- 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.
- Secure funding for and successfully manage CPD events and consultancy activity.
- Collaborate with colleagues to ensure that knowledge exchange advances inform departmental research and teaching efforts, including as contributing to relevant research and/or teaching programmes as appropriate.
- Carry out Department/School, Faculty and/or University administrative and management functions, for example through membership of committees.
- Engage in continuous professional development.

Template Person Specification

Essential Criteria
- Good honours degree and PhD (or, exceptionally, equivalent professional experience) in appropriate discipline.
- Knowledge exchange interests consistent with the strategic direction of the Department/School.
- Established personal track record in carrying out knowledge exchange projects.
- Demonstrable track record in developing high quality knowledge exchange proposals and playing a leading role in attracting knowledge exchange funding.
- Sufficient knowledge and skills to be able to establish and maintain a network of relevant contacts, and ensure credibility within external partnerships.
- Ability to plan and organise knowledge exchange programmes, and to pull together teams of academic professional staff and others as appropriate, to ensure project delivery for the client and benefits to the University.
- Some experience of teaching / delivery of training at undergraduate and/or postgraduate levels and/or to professional audiences.
- Ability to work constructively within a team environment and to lead teams.
- 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.

Desirable Criteria
- Membership of relevant Chartered/professional bodies (for example Higher Education Academy).
- A body of published research in high quality publications demonstrating standards of excellence.
- Experience of multi/inter-disciplinary knowledge exchange and research.
- Experience of student assessment activities.
SENIOR KNOWLEDGE EXCHANGE FELLOW (Grade 9 / KE staff category)

Template Job Description

Job Purpose
To lead knowledge exchange programmes of national/international excellence; to play a key role in developing and delivering new knowledge exchange strategies, including identifying and obtaining sources of funding of significant value; to disseminate, promote and publicise knowledge exchange outcomes in appropriate media; to lead associated research activities; to contribute to teaching and student supervision at all levels; and to carry out senior administrative tasks assigned by the Head of Department/School.

Main Activities/Responsibilities
- Lead and manage a range of individual and collaborative knowledge exchange activities, delivering innovative outcomes of national/international significance and publicising excellence through professional publications, conferences, outreach events, etc.
- Lead, normally as Principal-Investigator, the development and submission of proposals to appropriate external organisations for knowledge exchange funding of significant value and manage projects awarded.
- Manage knowledge exchange teams as project leader, providing leadership, support and guidance to colleagues and supervising students as appropriate.
- Generate new knowledge exchange approaches with significant impact and identify, adapt, devise and use appropriate knowledge exchange / research methodologies and techniques.
- Lead and develop internal and external networks of professional experts, researchers and leading thinkers in the field to foster knowledge exchange collaborations, to identify and deliver common knowledge exchange objectives and to generate income.
- Secure funding of significant value for CPD and consultancy activity ensuring that top quality feedback is received and repeat business attained whenever possible.
- Lead research activities that complement the knowledge exchange programme, and contribute to other associated research activities.
- Contribute to teaching and student supervision at all levels, ensuring that knowledge exchange advances inform departmental teaching effort.
- Carry out Department/School, Faculty and/or University senior administrative and management functions, for example by convening or participating in relevant committees.
- Contribute to the strategic development of the Department/School through, for example, developing new knowledge exchange strategies and by anticipating and planning for new directions for themselves and knowledge exchange teams.
- Engage in continuous professional development.

Template Person Specification

Essential Criteria
- Good honours degree and PhD (or, exceptionally, equivalent professional experience) in appropriate discipline.
- Knowledge exchange interests aligned with the strategic direction of the Department/School.
- A sustained track record of delivering successful knowledge exchange activity with clear strategic benefit to the University.
- Growing national reputation for leading significant knowledge exchange projects, resulting in close links with senior staff in with industry, learned societies, government and/or relevant Chartered/professional bodies.
- Track record of securing knowledge exchange funding and managing associated projects.
- Experience of teaching / delivery of training at undergraduate and postgraduate levels, including student assessment activities, and/or to professional audiences.
- Track record of feeding back outcomes and experience from knowledge exchange activity into academic research and teaching programmes.
- Demonstrable ability to play a senior role within a team environment and motivate and manage staff, with experience of leading teams of less experienced staff and students.
• 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.

Desirable Criteria
• Membership of relevant Chartered/professional bodies (for example the Higher Education Academy).
• Proven staff, budget and project management skills.
• Experience of multi/inter-disciplinary knowledge exchange and/or research.
PRINCIPAL KNOWLEDGE EXCHANGE FELLOW (Grade 10 / KE staff category)

Template Job Description

Job Purpose
To lead a large and diverse team/s in the development and delivery of knowledge exchange programmes with national and international impact; to disseminate, promote and publicise knowledge exchange outcomes in appropriate media with national and growing international impact; to lead related research activities as appropriate, including substantial contributions to the discipline at national/international levels; to contribute to teaching and student supervision at all levels; and to carry out senior administrative tasks assigned by the Head of Department/School or Dean.

Main Activities/Responsibilities
- Lead and manage a large and varied team/s in the development and delivery of knowledge exchange programmes, securing innovative outcomes of national/international significance and publicising excellence through regular and sustained professional publications, conferences, outreach events, etc.
- Lead, as Principal-Investigator/equivalent, the development and submission of proposals to appropriate external organisations for knowledge exchange funding of substantial value, manage projects awarded and guide other team members establishing their own leadership in this area.
- Manage a range of knowledge exchange teams as overall group leader, providing leadership, support and guidance to colleagues and co-ordinating the input of others in establishing future directions for knowledge exchange activities.
- Generate new knowledge exchange approaches with significant impact at a national and international level and identify, adapt, devise and use appropriate knowledge exchange / research methodologies and techniques.
- Lead and develop national and international networks of professional experts, researchers and leading thinkers in the field to foster knowledge exchange collaborations of strategic significance, to identify and deliver common knowledge exchange objectives and to generate income.
- Develop and embed a strategy for securing funding of significant value for CPD and consultancy activity and lead others in ensuring successful delivery and repeat business.
- Contribute to teaching and student supervision at all levels, playing a lead role in ensuring that knowledge exchange advances inform departmental teaching effort.
- Carry out Department/School, Faculty and/or University senior administrative and management functions, for example by undertaking a management role within a Department/School and/or convening and participating in relevant committees (including at a University-wide level).
- Play a leading role in the strategic development of the Department/School through, for example, developing new knowledge exchange strategies and/or groups and by anticipating and planning for new directions for themselves and knowledge exchange teams.
- Engage in continuous professional development.

Template Person Specification

Essential Criteria
- Good honours degree and PhD (or, exceptionally, equivalent professional experience) in appropriate discipline.
- Knowledge exchange interests consistent with the strategic direction of the Department/School/Faculty/University.
- An established national and emerging international reputation for knowledge exchange activity which is confirmed by independent external experts in the candidate’s field and/or evidenced by professional track record.
- A sustained and outstanding track record of delivering high quality knowledge exchange activity with clear strategic benefit to the University.
- Extensive track record of securing knowledge exchange funding of substantial value and managing associated projects.
- Experience of managing large knowledge exchange programmes and varied knowledge exchange / research teams, with ability to build a nationally/internationally leading knowledge exchange group.
• Established links at a strategic level with industry, learned societies, government and/or relevant Chartered/professional bodies.
• Experience of teaching / delivery of training at undergraduate and postgraduate levels, including student assessment activities, and/or to professional audiences. Ability to make a strategic contribution and play a senior and leading role within a team environment.
• Proven staff, budget and project management skills.
• 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.

Desirable Criteria
• Membership of relevant Chartered/professional bodies (for example the Higher Education Academy).
• Track record of multi/inter-disciplinary knowledge exchange and research collaborations.