

## **Job Description: Knowledge Transfer Adviser – Gloucestershire**

**Job Purpose:** The job purpose is to facilitate knowledge transfer and innovation linkages between UK business and the UK research base (Universities, RTOs and national facilities), especially via promotion, brokerage, mentoring and support of Knowledge Transfer Partnerships (KTPs). The role is an important component of the Innovate UK family's strategic relationships with the UK research base.

**Reporting to:** The role is within KTN's Directorate of Innovation Effectiveness as part of a team advisers spread across the country, and reports to a Senior Knowledge Transfer Adviser.

**Grade:** Knowledge Transfer Advisor £45,000pa - £60,000pa (depending on experience)

**Scope:** Assisting UK businesses to innovate, grow and profit from effective transfer of knowledge from the research base into business – covering all technologies and industries. All KTAs have both a local role and a national role, acting as a knowledgeable conduit between the Innovate UK family, the local research base and innovation ecosystem and the national equivalents. A significant part of the role will be the facilitation; brokerage, mentoring and support of Knowledge Transfer Partnerships funded by Innovate UK and other KTP sponsors. The role will suit an individual who knows how businesses work and enjoys helping them to work better. This will mean working with many different organisations at a senior level and so a passion for effective translation of science and technology into new and improved products, processes and services in business is vital.

**Location:** This position will provide support for Gloucestershire, south Wales and north Somerset, with occasional travel to elsewhere in the UK.

### **Key Accountabilities:**

- Providing a key liaison into innovation activities of the research base (especially HEIs, RTOs and National Facilities) for the Innovate UK family.
- Providing brokerage, facilitation, mentoring and support for KTP Partnerships by membership of their steering committees and encouraging best practice in Open Innovation and Collaborative Working.
- Maintaining a portfolio of active KTP projects at target levels and monitoring these, influencing partners towards a positive outcome.

- As appropriate, promoting KTP to businesses supported in other ways (e.g. Collaborative R&D grant holders).
- Increasing the level of joined up intelligence on the innovation landscape enabling more targeted support of high-growth-potential innovative businesses – especially ensuring University spinouts and start-ups are properly connected.

## **Job Responsibilities:**

- Identification of and liaison with key innovation stakeholders within the research base.
  - Promotion of KTP through pro-active meetings.
  - Analysing the needs and capabilities of businesses contacted or met to facilitate new B2R and B2B collaborations and promoting other Innovate UK funding competitions where KTP is not the most suitable support for their needs.
  - Brokerage of business-led new KTP for high growth-potential innovative businesses by helping identify suitable research base partners (utilising the knowledge and awareness of all KTN colleagues).
  - Assisting suitable new Partnerships to develop high-quality projects and the provision of on-going monitoring and support through the duration of the KTP project.
  - Assessing and scoring KTP applications as part of an assessment panel.
  - Coaching and mentoring of KTP Associates to encourage their development towards being a business leader of tomorrow.
  - Project completion review and reporting, including active connection of businesses to the appropriate follow-up support across the Innovate UK family and other suitable support sources such as Devolved Government mechanisms.
  - Follow up of completed projects to gather information on outcomes and continue support.
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- Participation in Innovate UK regional activity including liaison with Innovate UK Regional Managers, Enterprise Europe Network, local Catapult activity and other Innovate UK or KTN supported activities.
  - Full participation in KTN mapping of the innovation landscape, identifying business and academic needs and capabilities, identifying high-growth potential businesses and signposting to other forms of support and finance.
  - Assisting in the development and maintenance of a database of UK University spinouts and start-ups attracting Angel and VC funding.
  - To contribute to KTN wide internal communications facilitating new innovation connections and development of case studies and evidence of impact.
  - Timely and accurate completion of reports within KTN and to Innovate UK.
  - Any other reasonable tasks consistent with the job purpose and the needs of KTN.

## **Experience and Qualifications:**

- Degree qualified with a technical degree or equivalent and with industrial experience.

- Notable business experience or demonstrated business awareness – credible with a wide range of stakeholders and clear ability to understand business strategy and the needs of a wide variety of businesses.
- Experience of building and managing collaborative partnerships to deliver innovation.
- Experience and awareness of the needs and drivers of the research base and credible with senior academics across a range of disciplines.
- Ideally with experience of managing early career scientists in industry or the research base.
- Evidence of working alone and as part of a team to deliver innovation outcomes.

Applicants must have the existing and ongoing right to work in the UK, as sponsorship is not provided.

For a full job description, please click **here**. Please send your CV and covering letter to [recruitment@ktn-uk.org](mailto:recruitment@ktn-uk.org) by Friday 26th October 2018