

# Job Description: Knowledge Transfer Manager - Projects

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## Job Purpose:

The job purpose is to deliver high quality projects on behalf of the organisation. The role is focused on KTN's cross sector projects, business change and business growth activities.

**Reporting to:** Head of Projects and European programmes

**Scope:** KTN's cross-sector projects, business change projects and growth activities.

The role will be based in Directorate C and will work with all directorates across KTN. The role encompasses:

- Management of projects as the project lead;
- Management of project work packages;
- Delivery of specific project tasks, including supporting delivery of projects managed by another project lead;
- Scoping and development of project proposals and plans for both internal purposes and in regard to KTN's business growth activities, including providing advice to colleagues;
- Supporting the development of KTN's maturity in project management practices and project delivery.

The role will suit an individual who enjoys delivering a varied portfolio of projects, often being deployed at short notice to provide the necessary expertise to shape, drive and deliver projects. The individual may be involved in several projects simultaneously or deployed for a period of up to six months or more on a single project. As such there is the opportunity to gain significant experience in the full range of sector based activities in KTN and develop an expertise on deploying best practice in project management to deliver demanding projects on time, within budget and to customer expectations.

**Grade:** Knowledge Transfer Manager Level 2 or 3; Salary Range £42,000pa to £54,000pa depending on experience

**Location:** Home or office based working with significant UK and potentially International travel expected.

## Key accountabilities

- Professional project management deployed in projects where the individual is a member of the project team.
- High quality project plans and proposals to secure income growth, with appropriate level of detail to minimise risk on project delivery.
- Project reports which provide the status of progress against plan for Senior Management review.
- A growing network of stakeholders which recognise the paid service delivery capability of KTN.

## Job responsibilities

- Project leader of selected projects which deliver results on time and to budget.
- Leader of work packages within projects in support of the project leader, including delivery of project tasks to deliver results on time and to budget.
- The preparation of high quality proposals to secure income from a range of organisations with appropriate level of detail to ensure successful delivery.
- The development of project timing plans which provide robust and clear routes to project delivery.
- Expert support to colleagues across KTN in the preparation of their project plans and proposals.
- Training, coaching and mentoring of colleagues in application of project management methodologies and tools.
- Contributing to the development of KTN's project management toolset.
- Reporting status of progress against project plans, activity and outcomes for review by KTN management.
- Active promotion of the services KTN offers to stakeholders across the UK resulting in increased income generation.
- To contribute to KTN wide communications (e.g. Yammer) and project reviews, helping colleagues as required.
- To track progress of businesses to determine outcomes resulting from KTN interventions, seeking case studies and metrics (KPI) capture.

## Experience and qualifications

- Degree qualified (or equivalent) with industrial or post graduate research experience.
- Project Management qualification (e.g. APM Project Fundamentals) an advantage.
- Demonstrated experience in the management of projects involving multi-sector technical collaboration.
- Experience of working in projects to deliver innovation in a commercial environment
- Demonstrated experience in stakeholder engagement, with a good profile and personal network in the innovation landscape.

- Awareness of the requirements, rights and obligations of grant funding advantageous but not essential.
- Experience in European Programmes (Horizon 2020) with good understanding of the programme structures and influencing routes an advantage but not essential.
- Knowledge and skills in the use of IT in project management.

## **Competencies and Attributes**

- Results oriented and demonstrated delivery capability, with good levels of numeracy
- Strong verbal and written communication skills
- Influencing skills
- Adaptability, demonstrated initiative and openness to work in new areas
- Demonstrated teamwork - able to both lead and be part of effective teams
- Demonstrated ability to build good working relationships as a colleague, service provider and advisor
- Attention to detail
- Affinity for utilising (KTN's) digital tools to maximise personal productivity