

# Job Description: Knowledge Transfer Manager – European Programmes

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## Job Purpose:

To support KTN's programme of European engagement including Horizon 2020 with the main emphasis to increase business engagement with appropriate European programmes and ultimately grow UK return on investment.

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

**Scope:** European Programmes, particularly H2020.

The role will provide technical and project management capability with a primary focus on the theme of European programmes, across KTN and with four main areas of activity and delivery:

- Identification and prioritisation of relevant European programmes for UK business and KTN itself. Scoping and development of project proposals.
- Management and delivery of selected projects that are cross-cutting in nature (i.e. span most of KTN activity)
- Support to UK companies seeking to participate in European programmes, including delivery of themed workshops in partnership with KTN colleagues, relevant National Contact Points and Enterprise Europe Network.
- Supporting the development of KTN's maturity in project management practices and project delivery.

**Grade:** Knowledge Transfer Manager Level 2, Salary Range £37,000pa to £48,000pa depending on experience

**Location:** Home or office based working with considerable UK and EU travel expected.

## Key accountabilities:

- Support to KTN and Innovate UK delivery plans
- Building and maintaining awareness of European programmes (particularly H2020) and stakeholders (including European Technology Platforms)
- Delivering H2020 themed workshops to stimulate effective collaborations
- Support to colleagues in company engagement and Innovate UK competition winners/bidders

- Support to colleagues who are running H2020 programmes
- Manage relevant cross cutting H2020 or other projects
- Reporting and KPIs

## **Job responsibilities**

- To lead and be a team member in specific tasks within the European Programmes team
- To manage selected projects that are cross cutting in nature and span much of KTN activity
- To deliver themed workshops and webinars which help promote and simplify H2020 opportunities and stimulate effective collaborations in support of UK businesses (with support of relevant National Contact Points)
- To engage with relevant Enterprise Europe Network Sector Groups, seeking opportunities to engage their support in KTN directed activity where appropriate
- To build and maintain knowledge of relevant influencing routes for future H2020 programmes, including European Technology Platforms, and support the Senior Manager and colleagues in prioritising effort
- To develop and maintain knowledge of high growth potential businesses, working with colleagues in EEN to determine where KTN can add value to H2020 funded or supported companies
- To manage or support specific H2020 programmes, particularly those of a cross cutting nature (manage) or to drive cross cutting capability in an otherwise themed programme (support)
- To directly engage with businesses, providing thematic support for H2020 and signposting to best sources of expertise
- To track progress of businesses to determine outcomes resulting from KTN interventions, seeking case studies and metrics (KPI) capture
- To maintain a strong relationship with National Contact Points in Innovate UK
- To seek opportunities for KTN and work with colleagues to submit proposals with potential for additional income
- To contribute to KTN wide communications (e.g. Yammer) and projects, helping colleagues as required
- To support KPI delivery and provide regular reporting of activity and outcomes.

## **Experience and qualifications**

- Degree qualified (or equivalent) and with relevant industrial, post-graduate research experience
- Demonstrated experience in European Programmes and project management, with good understanding of the programme structures, influencing routes and what is required for a winning proposal
- Demonstrated experience in stakeholder engagement, with good external profile

## Competencies and Attributes

- Results oriented and demonstrated delivery capability, including for complex projects
- Strong organisational capability with drive for quality as well as minimising timescales.
- Adaptability and openness to work in new areas
- Demonstrated teamwork - able to both lead and be part of effective teams
- Affinity for utilising (KTN's) digital tools to maximise personal productivity
- Strong communication skills, verbal and written