

Knowledge Transfer Network

Knowledge Transfer Manager – Access to Funding & Finance

Job Purpose

To support the exploitation of innovation through the continuing development and support of KTN's funding and finance networks, and the support of KTN staff in their interactions with businesses.

Reporting to: Head of Access to Funding & Finance

Grade: Knowledge Transfer Manager KTM 2

Salary: £37,737 pa to £49,792 pa depending on experience

Location: Home or office based to support primarily Scottish companies with considerable UK travel expected.

Scope: Access to Funding & Finance

The role fits within the Access to Funding & Finance business programme and encompasses all aspects of building KTN's external network of contacts, knowledge and capability in the funding of innovation. This role is the key interface between early stage companies, early stage investors (including angel networks) and entrepreneurs. It will involve mentoring groups of companies through the investment process. The role also works across KTN, ensuring internal capability in finance models and support to colleagues on theme based investments.

Key accountabilities

- Contributing to KTN delivery plan.
- Building and maintaining an external community, including having a good understanding of the innovation landscape and the challenges facing companies seeking to grow.
- Company engagement to understand capability and need.
- Developing internal KTN capability in private finance.
- Managing specific tasks, including cross cutting projects.
- Facilitating networking across communities and across KTN.
- Reporting and KPIs.

Job responsibilities

Job responsibilities include but not limited to:

- To engage with the early stage investors, and understand the key contact points and the typical profile of investment opportunities they prefer to consider and ultimately invest in.
- To directly engage with businesses requiring funding, making new connections and collaborations, both within and across supply chains.
- To communicate with companies seeking investment and offer support and guidance on how to present their investment “story” in the most appropriate manner to allow the investor to fully appreciate the risk and reward they are being offered.
- To deliver programmes of support to groups of investible businesses, as well as to grow and maintain a pool of voluntary expert advisors who will work with the early stage companies to help make them investor ready.
- 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 counterparts in Innovate UK and relevant financial stakeholders.
- To support financial programmes, seeking synergies with other KTN projects and activities.
- To share knowledge with KTN colleagues on the investment landscape building internal capability to enhance the offer to business.
- To seek opportunities for KTN, with potential for new revenue.
- To enthusiastically contribute to KTN wide communications (e.g. Yammer) and projects, helping colleagues as required.
- To take responsibility for contributing towards own development with guidance of the Line Manager, attending training courses as identified.
- To attend to any reasonable request made by the KTN in support of new priorities.

Experience and qualifications

- Degree qualified or equivalent with demonstratable business or related experience.
- Good understanding of investor requirements for early stage companies is essential.
- Good understanding of the Government support for innovation systems and knowledge of relevant technology policies and their impact is essential.
- Experience of working in a busy, high pressured environment and ability to work well under pressure.

Competencies

- This role requires a highly motivated, self-starting and results oriented individual with a good understanding of commercial issues or a desire and the ability to learn on the job.
- Must be a good communicator with well developed written and verbal skills, able to translate complex topics for a broad audience.
- This role requires the delivery of a high number of external presentations and workshops across a diverse sector and stakeholder community.
- Must be a good listener - able to interact with and understand the needs and capabilities of a wide variety of clients.
- Flexible, reliable and adaptable with good interpersonal and time management skills.
- Comfortable working autonomously with little supervision or as a team member as required.
- Must be proficient in normal office software tools with excellent administrative and organisational skills.
- Sound knowledge across a range of technical and/or creative disciplines, and good numeracy.
- This post involves considerable travel including overnight at times, availability of good public transport, or a holder of a driving licence is required.