

Job Description: Knowledge Transfer Manager – Development and International Programmes

Job Purpose

To deliver the KTN's International and Development programmes that foster the advancement and exploitation of UK science and innovation for the strategic objectives of growing the UK economy and/or tackling global development needs.

Reporting to: Head of Development and International

Grade: Knowledge Transfer Manager Level 2 - £37,737 to £48,937pa (depending on experience)

Location: Office based in London or working from home with frequent visits to the London office and significant UK and overseas travel expected. Due to the nature of this role, we are only able to consider applications for full time working.

Scope: KTN's projects requiring international R&D partnership building and future programme development including income growth activities, alongside other project support across KTN.

The role will be based in the KTN Development and International team and will work with all teams across KTN to in two key functions of (1) delivery of KTN's international programmes to accelerate collaboration and internationalisation of UK innovation across all industrial sectors, and (2) supporting the continuous growth of KTN as the UK's most prominent innovation network. The job holder will be required to possess competent cross-cutting R&D knowledge, business acumen, policy awareness, stakeholder management aptitude, strong written skills and day-to-day project delivery to meet their objectives.

Key accountabilities:

- Ensure the successful implementation of KTN delivery plans for KTN's development and its international programmes across all sectors.
- Actively ensure the successful and timely delivery of KTN's international project portfolio and support to other KTN projects as required.
- Work closely with the Head of Development and International to grow KTN's strategic prominence as the UK's innovation network nationally and globally.
- Delivery of KTN KPIs, reports and CRM contents.
- Coordination of monthly reports to Exec team.
- Delivery of KTN KPIs and reports.

Job responsibilities

- To take a leading role in management and delivery of KTN evolving international project portfolio, including Global Expert Missions, Global Challenges Research Fund (GCRF), Newton Fund and future projects. This will include to lead the organisation of international missions in partnership with in-country partners.
- To lead the preparation and dissemination of strategic mission reports with a balance of strategic and technical depth, by working effectively with internal and external technical experts.
- To support development of business strategies and implementation of organisation-wide measures aligned to the long-term growth and positioning of KTN's prominence in the innovation ecosystem. Pro-activeness in identifying new growth opportunities is essential.
- To build and maintain effective professional relationships with all stakeholder groups, including public, business and third sectors, in order to help successfully deliver KTN's development plan and international programmes.
- To directly engage with businesses and provide support through knowledge transfer, making relevant new connections and facilitating international collaborations.
- To track progress of businesses to determine outcomes resulting from KTN interventions, seeking case studies and metrics (KPI) capture.
- To seek opportunities for KTN, with potential for new growth opportunities.
- To contribute to KTN wide communications 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 with industrial/international research experience and strong ability in written and verbal communication skills.
- Demonstrable experience in working in a fast-paced, multi-stakeholder programme environment across different sectors and international cultures. Ideally with a partial/full Project Management qualification.
- Strong understanding of the UK and international innovation landscape, ideally cross sectorial, with an acumen or experience in business growth.
- Experience and aptitude in business and public-sector stakeholder engagement at all levels, with a good professional profile and network.
- Demonstrable experience in producing strategic reports with a balance of strategic and technical depth by working with internal and external technical experts.

Competencies and Attributes

- This role requires a highly motivated, self-starting and results oriented individual with a good understanding of commercial issues and opportunities, and a desire to build on existing capability.

- A good communicator with well-developed written and verbal skills, able to translate complex topics for a broad audience, ideally multilingual.
- Able to interact with and understand the needs and capabilities with clients across a range of technical and/or industrial disciplines.
- Flexible, reliable and adaptable with good interpersonal and time management skills.
- Comfortable working autonomously with little supervision and as a team member as required.
- Highly numerate and analytical, with the ability to think strategically.
- Able to deliver effectively in a fast-paced environment
- Must hold a UK driving licence and be willing to travel by public transport or by own car as required as this post involves considerable travel including overnight at times.
- Willingness and ability to travel internationally.
- Must have good working knowledge of Microsoft packages plus excellent organisational skills.