**JOB DESCRIPTION**

| **Job Title:** Knowledge Exchange Manager | **Salary:** £37,265 - £44,708 per annum |
| **Contract Length:** Permanent | **Hours per week/FTE:** 35 hours / 1.0 FTE (although consideration will be given to part-time working) |
| **Grade:** 5 | **Location:** CSM, Kings Cross, London |
| **Accountable to:** Associate Dean Academic Development & Enhancement and Director(s) Innovation & Business | **Section:** CSM / Innovation & Business with College Management Team |

**Purpose of Role:**

Central Saint Martins and the wider University has a strong reputation for industry and community engagement through collaborative projects (including commercially-led creative consultancy), student placements, sponsored student projects and contract research. In 2017 UAL introduced a new Knowledge Exchange (KE) governance structure to situate these activities at the heart of the university and has also introduced a new KE Career Pathway to support academic staff who excel in this area. Over the coming 12 months the College and the Academic Programmes that drive activity by discipline will be developing KE strategies to support and sustain these activities and ensure that our work in KE supports the Colleges central mission and UALs KE strategy.

The purpose of this role is to lead on the development and the rollout of the College Knowledge Exchange Strategy and its new governance structure working with staff across the College to develop local strategies that respond to existing strengths and future ambitions and opportunities. This post will also lead on the development of a framework to support and develop academic staff on the Knowledge Exchange career pathway; and to engage with KE stakeholders to plan, develop, deliver and evaluate KE activities which maximises the opportunities to attract funding through private, public and third sectors.

The role requires an excellent understanding of Knowledge Exchange in an Art, Design and Performance context and an ability to lead stakeholders across senior management, academic and business areas; understanding and driving their motivations for engaging in KE activities.

**Duties and Responsibilities**

**Strategy and planning**

- Lead on the development of the KE strategy at college level to establish a 3-5 year plan; and to consider other relevant UAL/CSM strategies so that KE activities are appropriately integrated and complimentary to other CSM enterprise, collaborative research and teaching/learning activities.
- To identify and recommend how the College’s KE and innovation offer aligns with new funding landscapes to better exploit both institutional and commercial funding opportunities.
- Evolve the existing CSM Innovation & Business offer to drive longer term, higher value and more strategic KE partnerships, building upon existing strengths, as well as, identifying gaps and opportunities to develop new models of KE engagement and delivery.
- Working with Academic Programme teams across the college, lead and develop discipline specific strategies for KE as well as, cross-college theamatics that harness CSM’s multi-disciplinary expertise.
- Working with relevant colleagues, develop the scope and definition of KE in relation to art, design and performance

**Engagement**

- To lead and manage a college level KE engagement programme to build understanding of KE and associated activities, and to drive opportunities it presents.
- To work with colleagues across the college and UAL in identifying new KE activities to be piloted or developed.
- To manage networks of potential partners from the private, public and third sectors for innovation and knowledge exchange projects.
- To work closely with KE committee and to contribute to the governance, cultivation & development of the KE community.

**Exploration and Evaluation**
- To undertake benchmarking of existing modes of KE engagement at programme level across the college, including the development of criteria against which to judge the impact, rigour and originality of KE activity.
- Review issues regarding Innovation & Business and Programme capacity and delivery model.
- To work with key staff across the College and UAL to build in evaluation and impact reporting across all KE activities.

**Delivery**

- To work with relevant stakeholders and make recommendations which enhance college KE capabilities e.g. staff development needs; funding and staff capacity; new protocols for KE activity; College KE marketing activities;
- Working with relevant stakeholders to develop and support new models of KE delivery.
- To lead in the co-ordination and development of relevant college-based KE funding applications or proposals —providing expert support with external client and partner meetings/presentations, bid/proposal development, including bid writing, partner management, and project budgeting as appropriate.
- To ensure that all funded projects have the processes and resources put in place to meet the compliance needs of both UAL/CSM and the funder, and that UAL/CSM maximises the institutional value of these projects.
- To ensure that any opportunities for further development of relationships with partners, towards increased income generation are identified and appropriately managed through liaison with Innovation & Business and other relevant departments.
- To represent CSM at external network meetings as required, which may take place in the evenings, outside London, and overseas.

**Monitoring and Reporting**

- To report to CSM’s College Knowledge Exchange Committee and other UAL/CSM groups and committees, as directed by the Director Innovation & Business and Associate Dean Academic Development & Enhancement.
- To contribute to the management of quality, audit and other external assessment.
- To contribute to the collection, monitoring and reporting of HEBCI data.

**Other**

- To perform such duties consistent with the role as may from time to time be assigned to you anywhere within the University.
- To undertake health and safety duties and responsibilities appropriate to the role.
- To work in accordance with the University’s Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work.
- To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University’s Planning, Review and Appraisal scheme and staff development opportunities.
- To make full use of all information and communication technologies to meet the requirements of the role and to promote organisational effectiveness.
- To conduct all financial & legal matters associated with the role in accordance with the University’s policies and procedures, as laid down in the Financial Regulations and Contracts Protocol.

**Key Working Relationships**: Innovation & Business Directors and Business Development Managers; College Senior Management Team; College Knowledge Exchange Committee; Academic Programme Directors; UAL Academic Enterprise colleagues working in Knowledge Exchange; UAL Industrial Strategy Manager; External funders, Local, Regional and National Government Departments/Agencies.

**Specific Management Responsibilities**

- Budgets: Project budgets, travel and consumables
- Staff: None – potentially Project Managers and Administrators
- Other (e.g. accommodation; equipment): None

Signed: Allan Atlee       Date of last review: 16 January 2018
(Recruiting Manager)
Job Title: Knowledge Exchange Manager Grade: 5

The application form sets out a number of competence questions related to some of the following selection criteria. Shortlisting will be based on your responses to these questions. Please make sure you provide evidence to demonstrate clearly how you meet these criteria.

<table>
<thead>
<tr>
<th>Person Specification</th>
<th></th>
</tr>
</thead>
</table>
| **Specialist Knowledge/Qualifications** | Relevant undergraduate and/or postgraduate qualification.  
 knowledge of HE sector and HE funding specifically relating to Knowledge Exchange  
 Desirable: Knowledge of Industrial Strategy and related national and regional economic development policies/strategies.  
 Knowledge of national and regional creative industries. |
| **Relevant Experience** | Experience of HE sector and creative industries  
 Track record of successfully managing and/or delivering KE projects within HE involving partners from the private, public and third sector.  
 Track record of designing KE projects with other partners  
 Experience of advising and collaborating with academics in knowledge exchange activities.  
 Experience of developing and maintaining effective networks of potential funders.  
 Desirable: Understanding of the Innovation Consultancy landscape and track record of successfully supporting the formulation and delivery of commercially led consultancy activities. |
<p>| <strong>Communication Skills</strong> | Communicates effectively orally and in writing, adapting the message for a diverse audience in an inclusive and accessible way. |
| <strong>Leadership and Management</strong> | Motivates and leads a team effectively, setting clear objectives to manage performance. |
| <strong>Professional Practice</strong> | Contributes to advancing professional practice in own area of specialism. |</p>
<table>
<thead>
<tr>
<th>Planning and managing resources</th>
<th>Plans, prioritises and manages resources effectively to achieve long term objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teamwork</td>
<td>Builds effective teams, networks or communities of practice and fosters constructive cross team collaboration</td>
</tr>
<tr>
<td>Student experience or customer service</td>
<td>Contributes to improving or adapting provision to enhance the student experience or customer service</td>
</tr>
<tr>
<td>Creativity, Innovation and Problem Solving</td>
<td>Suggests practical solutions to new or unique problems</td>
</tr>
</tbody>
</table>

_Last Updated: 16\textsuperscript{th} January 2018_