

JOB DESCRIPTION	
Job title: Knowledge Exchange Staff Development Lead	Accountable to: Director of Knowledge Exchange
Contract length: Permanent	Hours per week: 35 Weeks per year: 52
Salary: £46,423 to £55,932 per annum	Grade: 6
Service: Academic and Development Services	Location: Kings Cross
<p>What is Knowledge Exchange?</p> <p><i>“Knowledge Exchange is a set of activities, processes and skills that enable close collaboration between universities and non-academic partners to deliver commercial, environmental, cultural and societal benefits, opportunities for students, and economic growth.”</i></p> <p>The cross-UAL department of Knowledge Exchange (KE) co-ordinates the development, delivery and monitoring of the University of the Arts London’s Knowledge Exchange Strategy, and its related activities– these include: staff consultancy, contract research, professional training, collaborative R&D, innovation projects involving students, and enterprise support. The KE Department also works closely with the Research Management and Administration (RMA) department to manage the development and delivery of externally-funded academic projects. Knowledge Exchange is one of UAL’s core academic activities alongside Teaching & Learning and Research, and is therefore integral to delivery of the University’s overall Academic and Institutional Objectives.</p> <p>UAL is a leading institution for KE within its disciplines. This is as a result of the University’s extensive networks of public, private and third sector partners, our highly entrepreneurial students and graduates, our extensive work with local communities, our strong engagement of students with KE activities through course curricula, and our specialist knowledge and practice base.</p>	
<p>What is the purpose of the role?</p> <p>The Knowledge Exchange (KE) Staff Development Lead is to be a key enabler, supporting existing and prospective Research and KE practitioners in order to raise engagement and inculcate good practice. The role will focus on developing and enhancing specialist staff development resources, systems and networks in response to requirements articulated within the Researcher Development and Knowledge Exchange Concordats, while using the Vitae Researcher Development Framework as a key point of reference. The role will enable delivery of high quality staff development experiences to a large number of academic staff across a range of sites, including staff working remotely.</p>	
<p>Duties and Responsibilities</p> <ul style="list-style-type: none"> • Lead on the creation of a staff development offer that supports effective KE practice across both academic and non-academic staff (with an emphasis on the former). • Provide effective KE staff development support for academic staff on the Teaching and Research Pathways, as well as those on the KE Pathway. • Ensure any new staff development offer is well integrated with existing staff development opportunities offered by the Teaching, Learning and Employability Exchange, Research Management, HR Organisational Development Team and Administration and Colleges. • Lead the development of KE Communities of Practice across the university, to integrate research, theory and practice on knowledge exchange – including through the convening of online communities. 	

- Make a significant contribution to development and delivery of a programme of cross-UAL Knowledge Exchange Events aimed at sharing good KE practice, building organisational KE capability and capacity, and creating new opportunities for collaboration with external organisations, ensuring complementarity with any similar programmes for Teaching or Research.
- Identify, implement and/or manage KE staff development schemes and budgets.
- Clarify and disseminate guiding principles on KE, and devise and implement a KE Starter Pack
- Contribute to building an archive of KE case studies to support sharing of good practice
- Regular review of staff feedback, and comparison against similar provision in other HEIs, to support continuous improvement of the development programme.
- Contribute to the review and/or development of performance management systems for staff in KE-related roles, including KPI frameworks, performance criteria, systems for capturing performance data, etc.
- Explore approaches to accreditation, peer review and staff exchange for professional KE teams (to include focus on international benchmarks and quality standards – incl. PraxisAuril RTTP)

General

- Performing such duties consistent with your role as may from time to time be assigned to you anywhere within the University.
- Undertaking health and safety duties and responsibilities appropriate to the role.
- Working in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work.
- Personally contributing towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022).
- Undertaking continuous personal and professional development
- Making full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness.
- Conducting all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations

Key Working Relationships

Internal

- All KE department colleagues – particularly Director of Knowledge Exchange (line manager);
- College Directors of Business and Innovation, College Associate Deans of KE, Chairs of College KE Committees, Head of Careers and Employability
- Director of Research Management, and Research Management & Administration colleagues
- Colleagues from the Teaching, Learning and Employability Exchange
- Staff working on/supporting KE-related activities across UAL
- Colleagues working across Academic Development & Services
- HR Organizational Development Team
- UAL Staff Development Steering Group

External

- Key contacts at other HEIs, professional bodies, government agencies and/or departments, funding bodies, etc.

Specific Management Responsibilities

Budgets: KE staff development budget

Staff: None

Other (e.g. accommodation; equipment):

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(Qualities are essential unless shown as desirable)

Grade: 6

PERSON SPECIFICATION	
Specialist Knowledge/Qualifications	<p>A strong working knowledge of contemporary approaches to Development and Training</p> <p>An understanding of the skills and competencies required for research and knowledge exchange in an HE environment.</p>
Relevant Experience	<p>Experience of designing a strategic and integrated programme of staff development, events and communications to build organisational capacity, and facilitate culture change.</p> <p>Experience of successfully delivering an online staff development programme across a large organization.</p> <p>Experience of supporting development of academic and non-academic staff, ideally within an HE environment.</p> <p>Experience of managing consultants and other sub-contractors in timely delivery of project work.</p> <p>Experience of evaluation.</p> <p>Experience of mentoring/coaching.</p>
Communication Skills	Communicates effectively orally and in writing adapting the message for a diverse audience in an inclusive and accessible way
Leadership and Management	<p>Motivates academic and senior staff to engage with educational development initiatives.</p> <p>Applies innovative approaches to their leadership role to support excellent research, knowledge exchange and inclusivity, and is able to influence at senior levels.</p>
Professional Practice	Contributes to advancing professional practice/research or scholarly activity in own area of specialism
Planning and Managing Resources	Plans, prioritises and manages resources effectively to achieve long term objectives
Teamwork	<p>Builds professional networks internally and externally and fosters constructive cross-departmental and inter-organisational collaboration.</p> <p>Works collaboratively in a team and where appropriate across or with different professional groups</p>
Creativity, Innovation and Problem Solving	Suggests practical solutions to new or unique problems

Please make sure you provide evidence to demonstrate clearly how you meet these criteria, **which are all essential unless marked otherwise**. Shortlisting will be based on your responses.