

JOB DESCRIPTION	
<b>Job title:</b> Research and Knowledge Exchange Staff Development Manager	<b>Accountable to:</b> Director of Knowledge Exchange
<b>Contract length:</b> Permanent	<b>Hours per week:</b> 35 <b>Weeks per year:</b> 52
<b>Salary:</b> £39,275 to £47,120 per annum	<b>Grade:</b> 5
<b>Service:</b> Academic and Development Services	<b>Location:</b> Kings Cross
<p><b>What is Knowledge Exchange?</b></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&amp;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. Research and Knowledge Exchange are two of UAL’s three core academic activities, alongside Teaching &amp; Learning, and are therefore integral to delivery of the University’s overall academic and institutional objectives.</p> <p>UAL is a leading institution for Research and KE within its disciplines. This is as a result of the University’s high quality research output, extensive networks of public, private and third sector collaborative partners, and our values-based focus on situated and applied academic practice.</p>	
<p><b>What is the purpose of the role?</b></p> <p>The Research and Knowledge Exchange Staff Development Manager is to be a key enabler, supporting existing and prospective Research and KE practitioners in order to raise engagement, build capacity 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><b>Duties and Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Work with colleagues to manage co-creation of a staff development framework and programme of physical and online staff development activities that supports impact-oriented Research and KE practice across academic, professional services and technical staff.</li> <li>• Work with colleagues to create a career development framework for KE professional services staff, which provides clearer career progression structures for KE professionals at UAL</li> <li>• Provide effective staff development support for partnership and project working, public and community engagement, and effective planning, evaluation and continuous improvement for staff on the Teaching, Research and KE Academic Career Pathways.</li> <li>• 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.</li> </ul>	

- Support the development of relevant 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 staff development events aimed at sharing good practice, building organisational capability and capacity, and creating new opportunities for collaboration with external organisations.
- Identify, implement and/or manage relevant staff development schemes and budgets.
- Work with colleagues to clarify and disseminate guiding principles on Research and KE, and devise and implement a KE Induction Pack
- Contribute to building an archive of relevant 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 Research and 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 RTP)

#### **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 and RMA department colleagues – particularly Director of KE (line manager), Director of RMA, KE Continuous Improvement Co-ordinator and Communications Executive for KE;
- Members of the KE Staff Development Working Group and KE Management Group
- Colleagues from the Teaching, Learning and Employability Exchange
- Staff working on/supporting Research and KE-related activities across UAL
- HR Organisational 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): Sub-contractors commissioned to provide training events or resources.

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**Grade: 5**  
**(Qualities are essential unless shown as desirable)**

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 creating staff development and career development frameworks.</p> <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.

Last updated: 21<sup>st</sup> October 2021