

Research and Knowledge Exchange Manager

Job Description

The Role

Job title:	Research and Knowledge Exchange (KE) Manager
Department:	Business Development, Commercial Services and Facilities
Responsible to:	Associate Director, Business Development
Location:	Royal Agricultural University, Cirencester
Salary:	Grade 8 (£37,099 - £44,262)
Hours:	Up to 35 hours per week
Term:	Permanent
Relationships with:	<p>Internal: All Business Development areas (see below); Research and KE Coordinator; Academic and Research Staff (specifically: PVC Research and Enterprise; Deans; Senior Tutor for Postgraduate Research; (PGR); PGR Admissions Lead; Centre for Effective Innovation in Agriculture staff; Research Engagement Manager; Research Degree Awarding Powers (RDAP) Steering Group and Senior Project Manager; Laboratory Staff; External Relations (incl. Marketing Manager (Research and KE)); Institutional Planning and Governance (incl. Academic Planning Manager); Academic Services (incl. Academic Quality and Partnerships Teams); Library; IT; Finance; Human Resources</p> <p>External: UK and international stakeholders; funding agencies; UKRI, Innovate UK; Research England; GuildHE Research; Quality Assurance Agency; Office for Students; National and Regional Knowledge Transfer Networks; Consultants; Research Partner Organisations/Collaborators; Sector bodies e.g. Association of Research Managers and Administrators</p>

About the Business Development Team

The Business Development Team at the Royal Agricultural University (RAU) is a key delivery agent of the [RAU Strategy 2023-2028](#), and the three strategic goals of **Quality**, **Reach** and **Sustainability**. The University's vision is *'to be the UK's global university for sustainable farming and land management, enabling communities locally, nationally and across the world to thrive in harmony with nature'*. To deliver this, the Business Development Team leads and brings together activities across International, Innovation, Research and Knowledge Exchange, Laboratories, and Leadership and Skills as part of the University's professional services.

Across these areas, our activities are focussed on driving the RAU forward as a sector leader, locally, nationally and globally; creating new and exciting partnerships and opportunities to develop our business; and to continually build and professionalise our services across these areas. We focus on enhancing the value and reputation of the University, developing expertise and engagement through healthy collaboration and competition with our peers, as well as creating income for the University for a sustainable future.

The Business Development Team takes a leading role in managing our external and stakeholder relationships and partnerships and strives to be the professional face of the RAU. The Team works closely with Academic staff and specifically with our entrepreneurship and business support functions in the Business, Innovation and Growth Team (Farm491 and the Cirencester Growth Hub), as well as the Enterprise and Employability Team. Business Development activities are fundamentally cross-cutting to the RAU, engaging with all Departments in the University as well as engaging in cross-RAU committees and groups and contributing to cross-University Projects (e.g. Innovation Village, RAU@Swindon, and the Land Laboratories Project).

Role Purpose

The RAU is committed to doing research that makes a difference on the ground, working to address global challenges including climate change, food security, and water resource management. Our vision to achieve a global reputation for excellence and leadership across our teaching, research and engagement is detailed through the 'Quality' objective in our [RAU Strategy 2023-2028](#), with a goal to achieve at least 75% of research outputs being judged as world-leading.

This is an exciting time for the University; our research portfolio has expanded rapidly over the last five years (currently £3.8M) and continues to grow, and we have taken a strategic decision to embark on a portfolio of knowledge exchange activities, including establishing Knowledge Transfer Partnerships (KTPs). We continue to grow from a position of strength; in the Research Excellence Framework in 2021 more than half of our research was commended as world leading and internationally excellent with 52% classed as 3* or 4* and half of the University's research publications deemed to be of international quality. In the 2023 Knowledge Exchange Framework (KEF) we gained the highest aggregate score alongside the Royal Veterinary College in our STEM cluster of 12 small specialist universities, being commended for our graduate start-ups, professional training, and co-authorship with industry of innovation and discovery. Half of our activities were ranked as very high or high engagement with industry and the public sector.

We are also currently embarking on two major projects related to research and KE which will further transform the University to being a research intensive and applied University with research informed teaching. By gaining Research Degree Awarding Powers we will be able to award our own doctoral qualifications, enhancing our research profile nationally and internationally; this project has already implemented several quality improvements across research. Our new £5.8M project to rebuild and re-equip our laboratories and experimental barn will also support both teaching and research.

All activities need to be underpinned by professional and high-quality support and services, provided and coordinated by the Business Development Team. Working with the Associate Director, Business Development, the Research and KE Manager will underpin this transformation by helping

to enhance our professional support structures for research and KE and support our growing team of researchers, as well as establishing and implementing new knowledge exchange structures.

The core role of the Research and KE Manager will be to autonomously lead research, research consultancy, and KE support across the research project lifecycle, as well as leading the establishment of the RAU's portfolio of knowledge transfer activities. This will include making key decisions on the viability of grant resourcing, finances, contract drafting (often complex and multi-faceted), review and negotiation, improving the quality and delivery of research and KE support, as well as analysing and reporting to the University Executive on the extensive portfolio of research and KE activities across the University. The role will aid the University to build capacity in research and KE, support governance around research and KE, ensuring a professional and holistic approach to research and KE activities. Underpinning the role will be the need to lead and take the initiative on collating, analysing and managing information; planning and establishing systems and processes; and reviewing and recording information for the effective and efficient delivery of our research and KE activities across the University. Our Strategic Initiatives for 2024/25 include '*Delivering our Research Vision*' and '*Establishing an Innovation and Enterprise Ecosystem*'; this role fundamentally contributes to our Strategy in these areas and the delivery of our vision.

The Research and KE Manager will engage with a broad range of external stakeholders both in the UK and overseas, focusing on research funding opportunities and engaging with networks. Internally, this will include being a source of information and guidance and opportunities, developing communications channels to ensure the visibility for our research and KE activities.

The Research and KE Manager will line manage the Research and KE Coordinator.

Key Responsibilities

1. Manage, support, and coordinate the delivery of **research, research consultancy and KE activities**, including:
 - Supporting the development of a Research and KE Delivery Plan, documenting and managing progress against activities and targets in alignment with the RAU Strategy 2023-28 and annual Strategic Initiatives and Operating Plan;
 - Supporting the requirements for the RAU submission to the Research Excellence Framework (REF) in 2029 and Knowledge Exchange Framework (KEF);
 - Managing and coordinating reviews and audits (internal and external) and providing reports to the University Executive as appropriate; and
 - Supporting the establishment of the University 'Research and KE Office' as a coordinating function for all activities relating to research and KE.
2. Lead all aspects of the **research project lifecycle** (pre- and post-award) from inception to impact, making key decisions on the viability of grants, finances and contractual arrangements. This will include liaising with external funders supporting academics bidding and contracting, research project management and delivery, overseeing project reporting and budget management, to post-project development and reporting, including:
 - Establishing and maintaining a database of research grants and research consultancy projects, including baselining, analysing, auditing and reporting on such information;

- Understanding national and international competition requirements including for large and complex projects e.g. Horizon Europe and European Research Council, working with academic leads to meet requirements;
 - Working with academic leads to take an overview of academic capacity (via workload reporting);
 - Liaising across and working closely with University research infrastructure support including laboratories, library and archive services, and IT;
 - Determining finances including project budgets, monitoring spend, arranging travel, raising invoices, preparing and submitting financial claims via funder e-portals, implementing budgets and controls to meet funders terms and conditions, financial reporting, together with academic leads;
 - Reviewing, drafting and negotiating contracts for projects (Grant Agreements, Grant Offer Letters, Consortium/Collaboration Agreements, subcontracts, Non-Disclosure Agreements, contract for services, novation agreements, accession agreements);
 - Ensuring grant applications are compliant with both funder and University policies and achieving University sign-off;
 - Management and maintenance of grants, including preparing and submitting Project Change Requests and ensuring monthly timesheets are all completed and signed off;
 - Producing monthly reports of all research and consultancy projects/applications; and
 - Providing access to past successful and unsuccessful projects to guide future applications.
3. Lead aspects and specific projects relating to the improvement of research **people, culture and environment** activities, including monthly Bid Club; annual programme of Monthly Research Seminars; Research and KE newsletter; bi-annual 'Research Nuts and Bolts; and Research Sandpit;
 4. Oversee **postgraduate research support** from application to award, including identifying opportunities for research scholarships, working across relevant University Directorates;
 5. Lead, establish and manage a portfolio of **Knowledge Transfer Partnerships** (KTPs) and operate the University **Knowledge Base**, through:
 - supporting the growth of a portfolio of new projects, taking a leading role in developing new applications, including initially supporting the identification of business partners from within the University relationships with academic leads, and managing the business and academic relationships within the partnership;
 - establishing all aspects of support for KTPs (pre- and post-award) including processes, systems, communications;
 - Understanding, interpreting, engaging in and disseminating policies and information relating to knowledge exchange activities, including national and local knowledge transfer networks and activities relating to the KE Concordat; and
 - supporting capacity building activities relating to knowledge exchange, including through our relationships with other universities.
 6. Drive and implement **improvement and quality** of research and KE activities, including:
 - leading and supporting the establishment, development and maintenance of policies, procedures, business processes and process maps, and establishing data requirements for the end-to-end delivery and management of new and existing research and KE activities, including operational and delivery requirements, due diligence and risk management e.g.

policies relating to IP and commercialisation, research security, integrity and trusted research, research ethics;

- leading and supporting systems to address the improvement of research and KE University support, including those specifically relating to the process of achieving Research Degree Awarding Powers e.g. a Research Quality Improvement Plan; and
- supporting and optimising, through improvements in data collection and reporting and communication of opportunities, research and consultancy income e.g. Higher Education Business and Community Income (HE-BCI) data.

7. Support the **governance of research and KE activities** through the Research and KE Strategy Board and its sub-groups (Research and KE Management Group; Research Ethics Committee; Research: People, Culture and Environment Steering Group; and Research Strategy and Research Excellence Framework (REF)) Steering Group, aligning governance (Terms of Reference, membership and scheduling) and ensuring the effective communication (e.g. minutes, actions, planning) across such structures;
8. Lead research and KE **external communication** activities, including:
 - with the Marketing Manager, review and audit external communication interfaces and channels relating to research and KE activities and stakeholders, including our web presence, email and social media channels, to ensure information is up to date and of the highest professional standard and easily accessible to external audiences and stakeholders; and
 - Engage with sector bodies and support agencies to improve and enhance research support (e.g. Association of Research Managers and Administrators)
 - proactively horizon scan for external funding opportunities relating to research and KE, disseminating these internally in a timely manner.
9. Lead the establishment of effective **internal communication** and coordination channels to become a focus and point of contact and improving support for research and KE activities across the University, including:
 - creating a database of all research and KE stakeholders and contributing to a 'stakeholder CRM' across the Business Development Team and wider University;
 - working with the internal Development Committee to consider opportunities for philanthropic and alumni support for research and KE activities;
 - develop the Research and Knowledge Exchange MS Teams sites, facilitating their use, sharing and disseminating information across the University;
 - developing a wider suite of templates, tools, research and KE information resources and guidance for managing and aiding staff engaged in research and KE activities; and
 - supporting the development of activities to build the capacity and skills of the Research and KE Team and wider University colleagues relating to research and KE activities.
10. Line management of the Research and KE Coordinator.
11. Work with the Associate Director, Business Development to contribute to the leadership, strategic approach and operation of the Business Development Team, identifying opportunities for collaboration, coordination and efficiency across the Business Development Portfolio and wider RAU. Working in alignment with the Business Development Team Operating Model through the development and delivery of annual personal objectives and personal development

with appropriate KPIs and goals, regularly reviewing and reporting through the appraisal year as well as individually and collectively contributing to University Values.

12. Undertake other duties appropriate to this post as required by the Associate Director of Business Development.

General responsibilities:

- The University is committed to equality of opportunity. All staff are required to comply with current legislation, University policies and good practice guidance.
- All staff are required to act in a way that safeguards the health and wellbeing of children and vulnerable adults at all times. The post holder must be familiar with and adhere to appropriate safeguarding policies and guidance and participate in related mandatory/statutory training. Managers have a responsibility to ensure their team members understand their individual responsibilities with regard to safeguarding children and vulnerable adults.
- All staff are required to participate in the University appraisal process and should ensure they are familiar with the process and plan time to prepare for their appraisal. Following the appraisal, staff are expected to undertake in any necessary learning and development and work towards the objectives that have been set.
- The University expects staff to attend any training designated as mandatory and to undertake learning and development activities to support their role. Managers must facilitate learning and development within their teams.
- It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and that restricted information or highly restricted information to which they have access remains confidential during and after their employment at Royal Agricultural University. All staff must undergo appropriate data protection training as required.
- All absence from work must be reported in accordance with the University's absence procedures and recorded on iTrent.
- The University acknowledges its responsibility to provide a safe, smoke free environment, to its employees, service users and visitors. It is the policy of the University not to allow smoking on University premises other than in specifically designated areas.

University Values

As a University we have chosen five values to underpin our learning community. These are the values which we will all work by and for which we want the RAU to be known. We are:

- Collaborative - we believe in the power of working together. We are stronger as a community of practice - inspiring each other, identifying shared goals, and providing reciprocal support leads to greater success.
- Open-Minded - we are receptive to new ideas and we value the diversity of experiences and skills. We are committed to listening to everyone across the RAU community.

- Resourceful - we adopt creative approaches to achieve our goals while setting higher standards, promoting professionalism and sustainability.
- Responsible - individually and collectively we take accountability for our actions working with integrity to achieve the highest ethical standards.
- Inclusive - we acknowledge the fundamental value and dignity of all individuals and are committed to maintaining an environment that seeks to eliminate all forms of discrimination and respects diverse traditions, heritages, and experiences.

Person Specification

Requirements The post holder must be able to demonstrate:	Essential or Desirable	Measured by: Application (A), Interview (I), Presentation (P)
Qualifications		
Educated to Degree Level or equivalent qualification	E	A
Membership of relevant Professional Association, e.g. Association of Research Administrators, PraxisAuril	E	A
Project Management qualification and/or equivalent experience	E	A, I
Knowledge, Experience and Skills		
Excellent understanding of the higher education research funding system and demonstrable experience of working in a research environment	E	A, I, P
Excellent understanding and demonstrable experience of the research project lifecycle (pre- and post-award) managing grant applications for large and complex grants (e.g. Horizon Europe and European Research Council)	E	A, I, P
Excellent understanding and demonstrable experience of the knowledge exchange and impact environment relating to higher education, including experience of developing or the process of developing Knowledge Transfer Partnerships	E	A, I, P
Excellent operational, organisational, planning and management skills with proven experience of managing multiple activities in a matrix environment with excellent attention to detail and management of information	E	A, I, P
Experience of reviewing and drafting contracts and agreements, with a degree of legal acumen	E	A, I

Requirements The post holder must be able to demonstrate:	Essential or Desirable	Measured by: Application (A), Interview (I), Presentation (P)
Experience of decision-making at an operational level, demonstrating the ability to work autonomously as well as knowing when to engage peers and colleagues	E	A, I, P
Experience of driving and delivering business improvements and efficiencies to enhance quality, engagement and service delivery to assure future sustainability	E	A, I
Experience of working collaboratively, including projects and programmes and the ability to work with broad range of internal and external teams to achieve delivery	E	A, I, P
Experience of stakeholder engagement, building successful relationships and networks at all levels with both internal and external stakeholders, specifically with funding organisations e.g. UK Research and Innovation (UKRI)	E	A, I, P
Understanding and demonstrable experience of excellent customer service practices and delivery of quality services both to internal and external stakeholders	E	A, I
Excellent communication skills, oral, written and presentational, ideally with experience in writing reports and papers	E	A, I, P
Excellent level of digital literacy and ability to use standard IT platforms and applications including Microsoft Office, with the ability to learn new systems and applications	E	A
Experience of financial or budget management (training or qualification)	E	A, I

Application Procedure

If you are interested in applying for this role, please send:

- University [Application Form](#) together with the [Equal Opportunities Monitoring Form](#) available on the University website www.rau.ac.uk – you may attach your up to date CV if you wish to add additional information.
- Details of two referees who must be people who can comment authoritatively on you as a person and as an employee in relation to the level of the post, and must include your current or most recent employer or their representative.

- Please forward to the HR Team, Royal Agricultural University, Cirencester, Gloucestershire, GL7 6JS or via email to jobs@rau.ac.uk stating where you saw the advert for the role
- Informal enquiries can be made to Esther Wilkinson, Associate Director of Business Development & Research Support: Esther.Wilkinson@rau.ac.uk
- **Closing date:** 17th November 2024 with **Interviews on:** 26th November 2024
- Should you be selected for interview please be aware that we are unable to reimburse interview expenses.

The RAU is an equal opportunities employer and we particularly welcome applications from black and minority ethnic candidates as they are underrepresented within the RAU at this level.