

**Job Description for the Post of
Knowledge Transfer Partnership Case Load Co-ordinator
(Ref: ECD09/2)**

1. **General Details**

Job Title:	Knowledge Transfer Partnership Case Load Co-ordinator
Location:	Enterprise and Commercial Development
Normal workbase:	Stafford Campus
Tenure:	Fixed term for 2 years
Salary:	Grade 5 currently £21,566 - £25,001 per annum

2. **Job Purpose**

To provide specialist ERDF and professional support to the Knowledge Transfer Partnership (KTP) and other associated knowledge transfer programmes operated by Enterprise and Commercial Development for the University.

This post is part funded by the European Regional Development Fund (ERDF).

3. **Relationships**

Responsible to: Business Development Officer (BDO) – Knowledge Transfer Partnerships

4. **Main Activities**

- § To remain abreast of KTP and ERDF knowledge and policy developments and disseminate appropriately
- § To be the central point of contact for all KTP and EFDF enquiries from internal and external University staff, Company partners, KTP Associates and external funding bodies
- § To set up and maintain accurate KTP file records relating to enquiries from Academics, Businesses and external organisations and their representatives
- § To assist the BDO, Academic staff and Company partners in the development of high quality KTP Outlines and Proposals
- § To effectively project plan and coordinate the KTP application process, maintaining accurate records using appropriate technology
- § To design, develop and deliver appropriate support systems and strategies to underpin the effective administration of KTPs within Faculties and Services
- § To plan, co-ordinate and take responsibility for actions required as part of the KTP submission process
- § To develop close working relationships within the KTP community e.g. Academics, KTP Advisers and Company partners as required
- § To manage effectively the KTP Associate recruitment process, write job descriptions and adverts, coordinate advertising, selection and interviews, liaising with Company partners, Academics, Faculty Business Managers, Finance and Personnel
- § To coordinate Associate induction to include initial meetings with supervisor, AEA Technology Ltd enrolment and familiarisation with University and ERDF procedures and forms
- § To coordinate KTP final reports, collate relevant information and submission to strict deadlines

- § To increase the number of partnerships through marketing and promotion to identified target audiences. Recognise opportunities to enhance the profile and extent of the partnerships and organise and disseminate information in a coherent manner
- § To develop and maintain relationships with key organisations and external partners such as AEA Technology Limited, Technology Strategy Board (TSB), Advantage West Midlands, Business Link and the Chamber of Commerce
- § To input into the preparation, production and disseminate of KTP case studies, updates, news stories, best practice etc., ensuring ERDF, TSB, AEA Technology Ltd compliance with regards to records and dissemination
- § To identify and coordinate various award submissions e.g. Lord Stafford Awards, KTP Best Partnership, Business Leaders of Tomorrow
- § Liaise with ECD Marketing Coordinator on all aspects of awareness raising, including updating and maintaining the KTP website
- § To attend KTP, ERDF related meetings, conferences, courses, training etc as directed by the BDO
- § To support members of staff new to KTP and ERDF in understanding the importance of procedures, forms and expectations of a successful partnerships in maintaining and enhancing the profile of Staffordshire University
- § In conjunction with Financial Services, provide appropriate advice on KTP, ERDF & TSB Regulations and requirements

General

- § Working with the BDO – KTP to provide a professional KTP service
- § Development of a 'good practice guide' to KTP and ERDF
- § Liaise with and assist the ECD Finance Administrator
- § To maintain accurate financial records
- § To provide written and verbal feedback on all KT activities undertaken
- § To undertake any other duties that may be required from time to time by the KTI Team

5. **Person Sought**

The successful candidate will have/be:

Essential Criteria:

- § Proven project administration experience
- § Knowledge of external funding body processes
- § Excellent organisational skills, including time management, assessing priorities, organising work requirements and the ability to undertake multiple task/projects and meet tight deadlines
- § Flexible and able to use own initiative
- § Excellent interpersonal skills with the ability to build confidence with others
- § Ability to work effectively with a range of IT packages including MS Office, email and internet
- § Meticulous in attention to detail
- § Ability to remain calm and work effectively under pressure
- § Highly self motivated
- § Excellent written and verbal communication skills
- § Flexibility in working practices, locations and hours of work
- § Excellent negotiation skills
- § Ability to communicate effectively at all levels
- § Commitment to the University's mission and delivery of the University Plan
- § A willingness to engage in a structured induction programme as a start to Continuing Professional Development (CPD) at the University

Desirable Criteria:

- § Educated to Degree level or equivalent would be desirable
- § Knowledge of ERDF funding compliance and requirements
- § Experience of working in the HE Environment

6. **Special Conditions**

This full-time appointment is available on a fixed term basis for two years, working 37 hours per week.

The postholder will be expected to spend time working with Academics at any of the University's locations.

The postholder will be expected to promote KTP and other knowledge transfer opportunities across the University as well as to the Business Community

The postholder must be willing to travel to other University locations, other Universities and Businesses within the region.

The University operates a Job Share Scheme. Applications from anyone interested in working part-time on a job share basis will be considered.

Date Job Description Revised

January 2010

Variation to Job Description

Staffordshire University reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

Conditions of Service

The post is subject to such terms and conditions of employment as negotiated between the Board of Governors of the University and the recognised trade unions, and/or the employees of the University. In negotiating such terms and conditions the Board of Governors will consider any appropriate advice received from the Universities and Colleges Employers Association (UCEA).

Applying for this post

Should you now decide to submit an application for this position you are asked to kindly complete and return an application form. This is available either in electronic format (downloadable from our website) or as a hard copy.

Completed application forms and any accompanying information should be returned via e-mail to jobs@staffs.ac.uk or posted to Personnel Services, Staffordshire University, PO Box 662, College Road, Stoke-on-Trent, ST4 2XP.

If you wish to deliver the form by hand Personnel Services is located on the ground floor of the Cadman Building, College Road, Stoke-on-Trent. Office opening hours are 9.00am – 5.00pm Monday to Thursday, and 9.00am - 4.30pm on Friday.

PLEASE NOTE THAT THE CLOSING DATE FOR COMPLETED APPLICATIONS IS: 9 FEBRUARY 2010

Procedure following Receipt of Applications

Applicants are asked to provide us with an e-mail address where possible, as this is our preferred method of communication. All correspondence relating to this job application will be marked 'Private and Confidential'.

Where an e-mail address is provided, we will send applicants an acknowledgement of the application form as soon as possible following receipt; employees of Staffordshire University should note that this will be the internal e-mail address.

All applicants are asked to note that unless otherwise indicated, interviews will normally be held within one month of the closing date. Short listed candidates will be contacted to attend for interview as appropriate. Candidates who are not shortlisted for interview will be informed via e-mail. In the absence of an e-mail address, we regret that in the interest of economy we are unable to write to applicants. If you have not received an invitation for interview or any further communication within two months of the closing date specified, you are asked to assume your application is unsuccessful on this occasion.

The University wishes to thank all applicants for their interest in the Institution and the post advertised and for the time and trouble taken to complete the information for their application.

If you require a copy of the vacancy information in large print please contact us

Appointment to the University

The University is an independent Statutory Higher Education Corporation. As such the Board of Governors of the University is the employer, and is responsible for determining the employment policy, pay and conditions of service of all its employees.

The agreed terms and conditions for all staff are set out in the University's terms and conditions of service. In addition your attention is drawn to the following general points:

Medical Clearance

The appointment is subject to satisfactory medical screening, which normally consists of completion of a confidential questionnaire.

Eligibility to Live and Work in the UK

In line with the Immigration, Asylum and Nationality Act 2006, documentation is required to confirm that employees are eligible to live and work in the UK. Any offer of employment is subject to this documentation being provided.

CRB Clearance

Where indicated in the job description an offer of employment will be subject to a satisfactory response to a check of criminal records.

Qualifications

New employees will be required to produce evidence of qualifications which are deemed essential for the post, as set out in the job description.

Pension Contributions

All members of staff are eligible to contribute to the relevant occupational Pension Scheme which is either the Local Government Pension Scheme or Teachers Pension Scheme, both of which are final salary schemes. Staffordshire University as the employer also contributes to each scheme.

Payment of Salary

Salary is payable monthly in arrears, normally on the last Wednesday of each month. Payment is made by direct credit to a recognised bank or building society account. All new employees should ensure that the relevant details for credit transfer are completed on the standard form issued on appointment.

Annual Leave

Individuals are entitled to the following leave entitlements based on the grade of the post: -

Grade	Number of Days Worked per Week*		
	4	5	6
One	24	29	35
Two	24	29	35
Three	24	29	35
Four	26	32	41
Five	26	32	41
Six	26	32	41
Seven	30	37	45
Eight	30	37	45
Nine	30	37	45
Ten	30	37	45
Eleven	30	37	45
Twelve	30	37	45
Thirteen	30	37	45
Fourteen	30	37	45

* This refers to those members of staff who work full time hours but on a standard 5 day working cycle or those operating a shift pattern over 4 or 6 working days. This does not refer to staff on fractional contracts.

In addition there are 11 Bank, Extra Statutory and Discretionary Holidays as follows:

Good Friday
Easter Monday
May Day
Spring Bank Holiday Monday
Late Summer Bank Holiday Monday
Christmas Day to New Year's Day (inclusive)

Sickness Pay

An employee absent from duty due to illness will be entitled to receive paid sickness leave, as set out in the University's terms and conditions of service.

Trade Union Membership

The University believes that the interests of both the employer and employee are best served by individuals joining a recognised Trade Union. The Board of Governors of the University has recognised the following Trade Unions to operate within the university - UCU and UNISON.