


Head of Knowledge Exchange	
Role Description	

Grade & Salary:	Grade 8 (£64603 - £73630)
Campus Location:	Merchiston Campus, although travel to all campus sites as required is necessary
Line Manager:	Vice Principal of Research and Innovation
Line Management Responsibility for:	Responsible for the Knowledge Exchange team that is part of Research and Innovation Office. Direct line manager for Head of Enterprise, Head of CPD and Consultancy and Head of Business Engagement and IP Commercialisation
Role Summary:	<p>The Head of Knowledge Exchange will be a competent, well-rounded individual with strong interpersonal skills and an extensive academic and/or professional background in knowledge exchange.</p> <p>The Head of Knowledge Exchange will provide strategic leadership in the growth and development of Knowledge Exchange, including Commercialisation, Intellectual Property (IP), Continuous Professional Development (CPD) and Enterprise. They will play a key role in ensuring the University achieves its strategy for 2020 and beyond. The University is currently in the process of finalising the development of the new strategy, it is clear that it will seek to build on the Strategy 2020 journey and remain true to our essence as an applied, relevant, inclusive and international University.</p> <p>The Head of Knowledge Exchange should seek to develop, maintain and expand working relationships with external partners as well as identify commercial opportunities for growth and income. As the University places high importance on building and maintaining collaborative and enterprising links with industry and practice, the Head of Knowledge Exchange will have responsibility for encouraging academic staff to have broad networks and utilise these to drive innovation.</p>

<p>Main Duties and Responsibilities</p> <p>Provide outstanding Leadership to the area through:</p> <ul style="list-style-type: none"> - the development and articulation of a coherent and compelling vision, strategy and plan of delivery for Knowledge Exchange; - engagement and motivation of staff, associates and stakeholders to deliver activities in support of the vision; - ownership of internal training and staff development in relation to University business engagement spanning contracts awareness, intellectual property recognition and management in collaboration with the Leader of Research Development; - exceptional communication skills and an ability to inspire, develop and manage knowledge exchange performance across all levels; - regular opportunities for effective team working and positive staff engagement in all activities; - measurable objectives for all staff which link to the department plans and provide clear opportunities for department performance, personal and professional growth; - to act as University representative on the Boards of University spinout companies as agreed with the VP of Research and Innovation preparing papers for information as appropriate - to act as University member of external bodies in relation to University – industry and business

engagement as agreed with the VP for Research and Innovation and reporting back to University on relevant matters.

- oversight for communications in respect of University – industry and business engagement and responsibility for the use of the University CRM in the area of business engagement

Provide effective operational management of Knowledge Exchange across the University ensuring consistency and compliance with University policy and process, and ensure:

- the development and implementing University policies related to commercial activity such as the policy for ownership and exploitation of intellectual property
- ensuring all matters pertaining to the commercialisation of University intellectual property (IP) and for the transfer and exchange of IP with industry and public sector bodies for the implementation for IP policy
- provision of analysis of external intelligence on strategic opportunities for engagement with industry and business and public sector organisations related to University research and expertise
- ownership for the University's negotiations with staff and or 3rd parties with vested interested in new company formation such as spinout company creation
- Development and ownership for University partnerships and relationships in commercialisation/business Industry engagement with relevant external bodies as agreed with the VP for Research and Innovation.
- Support the management of University's portfolio of spin-out, licensing, patents and other commercial activity.
- to advice and report to University Leadership Team and Finance and Property committee (University Court sub-committee) on updates to the portfolio including opportunities for investment, making clear evidenced-based recommendations

Develop a commercial strategy and associated financial and operational plans in partnership with staff by:

- ensuring Schools have clear measurable targets and associated measurements connected to commercial targets
- identifying and pursuing external funding and income generating activities for the Schools through varied avenues across sector, funding and commercial markets;

Essential Criteria

Education/Qualification:

- Degree or equivalent in a relevant discipline.
- Relevant professional memberships in Research or Enterprise

Skills and Experience

- significant experience to think and plan strategically, articulate priorities and lead in planning and delivering commercialisation and business engagement;
- ability to be creative and innovative in devising solutions;
- extensive experience of managing staff resources and performance;
- Operates professionally, collectively and collaboratively within teams, inspiring others
- evidence of building and maintaining stakeholder relationships and partnerships between education providers and with industry partners;
- extensive experience of project management;
- chaire of commercialisation and business engagement – related committees in an HEI context
- extensive knowledge of Government policies and priorities in relation to University business engagement;
- extensive knowledge of UK industrial strategy;
- experience of drafting University policies in the relevant area;
- significant experience in negotiation;
- has the ability to network on behalf of the university commercialisation business engagement in multiple business sector with relevant external agencies;

Desirable Criteria

- extensive demonstrable record of achievement in University commercialisation and business engagement, KT or KE management and administration obtained in a Higher Education environment;
- thorough knowledge and understand of IP management in the HEI sector and a demonstrable record of achievement in successful IP transfer;

Education/Qualification:

- PhD or equivalent in relevant field
- Relevant professional memberships in research ;
- Academic Research Profile;
- Meets associate professor or professorial criteria in line with our [Academic Leadership Framework](#).