

## Candidate Information

<b>Position:</b>	KTP Partnership Liaison Officer
<b>School/Department:</b>	Research and Enterprise
<b>Reference:</b>	24/112056
<b>Closing Date:</b>	Monday 5 August 2024
<b>Salary:</b>	£39,922 - £47,631 per annum.
<b>Anticipated Interview Date:</b>	Thursday 15 August 2024
<b>Duration:</b>	4 years

### JOB PURPOSE:

Research & Enterprise Directorate-based role, responsible for post-award support for industry funded knowledge exchange projects. The post holder will develop and maintain strong relationships externally (with funders including UKRI, industry partners, EU, and major charities) and internally (as a point of contact for academic colleagues and Faculty teams seeking advice on compliance with funders' regulations, and with key internal professional services) to ensure delivery of projects in-line with funder and University expectations.

The post-holder will have specific responsibility for planning, monitoring and co-ordinating line management processes for KTP Associates (or analogous staff categories) engaged on strategic industry funded/co-funded collaborative partnerships. The post holder will work across several Research & Enterprise Directorate industry-facing Teams, to develop, implement and maintain processes, procedures and policies for the support and delivery of collaborative projects, drawing on good practice in the sector and emerging intelligence from external organisations.

### MAJOR DUTIES:

1. Develop and maintain strong operational links and effective long-term relationships with strategic industry partners to provide specialist post-award management for jointly funded researcher roles such as Knowledge Transfer Partnerships. Act as a point of contact for Academic and Industry Supervisors, KTP Associates, and Professional Support staff to advise on issues or problems that might arise, providing guidance and intelligence and informing service development.
2. Maintain a high level of specialist and up-to-date knowledge of the regulations and policies of a portfolio of funders including Invest NI, UKRI including Innovate UK, and major charities. Application of these policies to University awards to ensure compliance at all stages and contribute to delivery of the objectives.
3. Provide support for pre-award planning of grant funded, industrial partnerships with specific focus on designing and developing people and recruitment plans. This will include development of job descriptions, resource allocation, budget monitoring, establishing operational requirements, and provision of general advisory service in line with funders' bid guidelines.
4. Record relevant performance management information and data, providing advice on the analysis and interpretation for the benefit of the programme funders. Sourcing of additional related information where appropriate, and reporting progress to senior management (eg. Directors, Deans, University policy committees etc.) to support the resolution of issues/problems within the professional/specialised area. Preparation of written reports for stakeholders as required.
5. Provide a high-quality responsive post-award service setting the standards based on a comprehensive understanding of the needs of academics, the institution and external sponsors. Work closely with Directorate colleagues to ensure a smooth transition of projects from development to delivery phase, and ensure continuity of support over complete post-award industry-funded project lifecycle. Act as a central point of contact for human resource planning, line management, project management relating to recruitment, staff retention, staff leave, project pauses, personnel changes and project completion in line with internal and external processes.

6. Establish and build relationships with industry partner HR departments, work with industry partners to identify areas of concern and be the lead contact point to external partners for HR related matters. Establish key touchpoints, manage expectations and lead performance management processes for internal and external partners to deliver effective outcomes for all parties, escalating where appropriate to the relevant University HR Business Partner. Coordination with the University's Legal Services team, the People and Culture team and HRBPs to deliver a seamless support service for our industry partners and academic researchers.
7. Manage selection and appointments processes for projects where there is industry funding and joint/multi-partner input and decision making on appointments. Provide highly professional support and guidance to external partners to ensure compliance with internal recruitment processes.
8. Contribute to the continuous improvement of the R&E support infrastructure by providing input to the on-going development of institutional systems and processes. This will include sharing best-practice from other organisations and feedback from funders to support this agenda and working with colleagues across professional services, potentially influencing their practice. Lead presentations, forums and events to discuss the University's policies and procedures with specific reference to their application in managing industry-led, collaborative research projects, maximising all available resources.

**ESSENTIAL CRITERIA:**

1. Hold a relevant University degree OR a relevant professional qualification OR Extensive experience as outlined below.
2. Substantial recent and relevant experience of delivering support services in an academic institution or other large complex organisation.
3. Demonstrable relevant experience of working with a range of stakeholders to provide specialist solutions and advice.
4. High level of knowledge and understanding of best practice policies and procedures for line management of staff.
5. Ability to identify gaps in service and standards, and to devise creative solutions.
6. Ability to communicate concisely and effectively at all levels.
7. Ability to prepare and present detailed reports to stakeholders.
8. Effective negotiation skills and ability to engage with and influence and challenge senior managers and stakeholders.
9. Clear organisational capability.
10. Excellent attention to detail.
11. Must be capable of working independently and as part of multiple teams.
12. Ability to deliver a service to partners in a proactive way.
13. Strong planning and organisational skills with the ability to work to tight deadlines.
14. Able to attend regular off campus (across Northern Ireland) meetings, interviews and workshops.

**DESIRABLE CRITERIA:**

1. Hold, or be working towards, a CIPD qualification.
2. Experience across a range of people management functions for example, relationship management,, staff recruitment, direct line management responsibility, staff development etc.
3. Knowledge of collaborative partnerships.
4. Experience of developing/implementing information management systems and providing insights/data intelligence to senior managers.
5. Relevant demonstrable experience of managing recruitment exercises and line management of staff.

**ADDITIONAL INFORMATION:**

Informal enquiries can be directed to Cathy Wilson - [cathy.wilson@qub.ac.uk](mailto:cathy.wilson@qub.ac.uk)