

**University of
Northampton**

**Knowledge Exchange Support
and Bidding Officer
Job Description**



Job Title: Knowledge Exchange Support and Bidding Officer

Grade: 7

Responsible to: Head of Knowledge Exchange and Enterprise

Overall Purpose

To provide specialist advice and support to academic and research staff in applying for funding from external bodies for Knowledge Exchange (KE) and consultancy activity. The Knowledge Exchange Support and bidding officer will play a key role in supporting individual academics to develop knowledge exchange ideas into distinct and fundable projects.

The post holder will also support the development of relevant documentation for each bid in addition to other administrative duties such as preparing and checking project budgets. The post holder will be expected to support academics in maximising the impact of their KE activity in line with the requirements of funding bodies and in support of institutional KPIs.

This post will also involve post-award administration including coordinating and liaising with auditors (internal, external or funder) where grant audits are required. The post holder will support the development of external partnerships to enable the successful delivery of the University of Northampton's social and economic impact from a regional and global perspective.

Principal Duties and Responsibilities

- To develop an in depth understanding of Knowledge Exchange funding, application criteria, processes, policy, pricing structure, and general operations, to be a key point of contact for academics, support staff.
- To develop, review and provide advice on Knowledge Exchange funding applications, including external organisations financial information, to support partnerships in submitting project proposals ensuring that detailed assistance is provided to staff on applying for funding and guiding them through the development of their bids, including providing feedback on the content of their bids.
- Lead on guiding applicants through funder submission requirements, advising on eligibility, appropriateness of applications and ensuring applications are fully completed prior to submission.
- Be responsible for developing and maintaining up to date knowledge of key funders and tender opportunities and their requirements to ensure that bids are appropriately targeted and that the University of Northampton is informed of up-to-date information on funding strategies,

opportunities, and policies.

- Oversee the maintenance and review of post award protocols and procedures.
- Coordinate and liaise with auditors (internal, external or funder) where grant audits are required to ensure timely and successful audit procedures.
- Develop, promote and co-ordinate an advice/training and guidance service for all the University community on social impact at all stages of the lifecycle resulting in increased awareness of external opportunities.
- To be jointly responsible, with other members of the KEE team, for developing and delivering workshops to support staff in submitting competitive funding applications.
- Contribute effectively to (and lead where appropriate) bidding teams. A leading role will be required especially when coordinating interdisciplinary funding submissions.
- Demonstrate excellent organisational skills to ensure that all information is collated, and all members of the team (both internal and external) are kept up to date on progress and are clear on work required.
- Ensure that the latest tendering, bidding, and funding opportunities are disseminated appropriately to internal and external partners.
- Contribute to the maintenance of the directorate support service, ensuring that links to useful websites are collated and maintained and useful documents are available to download.
- Develop and maintain links with other organisations and Higher Education Institutions, as directed by the Head of KEE Manager, to facilitate partnership bidding.
- Build good relationships with key research and Knowledge exchange e staff across the University, attend meetings and represent the directorate t at events as required.
- Work closely with the research support bidding officer to develop an understanding of the opportunities for leverage of research funding across the University, supporting applications during busy periods of time.

Generic Duties and Responsibilities

- Provide advice to funding award holders and administrators on matters relating to the terms and conditions of externally funded awards Undertake delegated and self-created administration as and when necessary for the efficient running of the department.
- Lead on guiding the process of funding submission in support of academic and professional staff.
- Contribute to the development of directorate systems and to the development of new reports for KE grants.

- Oversee and maintain systems and processes for research and knowledge transfer bidding activity, to ensure that activity can be monitored effectively always.
- The post holder will be expected to undertake other responsibilities and tasks as reasonably requested by the Head of Knowledge Exchange and Enterprise
- The post holder will be responsible and accountable for ensuring all employment legislative requirements are adhered to including equality and diversity and health and safety issues.

The job description may be altered at any time in the future in line with the level of the post to meet changing institutional requirements, but only in full consultation with the post holder.

Person Specification

Please ensure that your application statement provides clear and specific examples to illustrate how you meet each essential criterion. Applicants that fail to do so will not be shortlisted.

Criteria	Essential / Desirable	Assessment Methods
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Qualifications

1	Good Honours degree	Essential	Application
2	Evidence of continuing professional development	Essential	Application
3	Relevant vocational/professional qualification and/or membership of a relevant professional body	Desirable	Application

Skills, Knowledge, and Experience

4	A proven track record of successful bidding or tendering	Essential	Application Interview
5	Knowledge of The University of Northampton and its Faculties, Institutes and Departments	Desirable	Application Interview
6	Knowledge of local/national/ sources of funding for Knowledge Exchange, e.g. UKSPF, Lottery, Innovate, DASA	Essential	Application Presentation
7	Demonstrable experience of working with Information Technology (particularly Microsoft Word, Excel and PowerPoint)	Essential	Application Interview
8	Track record of achievement in establishing and maintaining successful relationships	Essential	Application Interview
9	Proven ability to research, analyse, summarise and clearly present complex numerical and factual information for a range of audiences	Essential	Application Interview
10	Excellent project management skills	Essential	Application Interview
11	Previous experience within a Higher Education institution	Essential	Application Interview
12	An understanding of the Knowledge Exchange and Impact landscape and policies	Essential	Application Interview

Personal Qualities

13	Ability to adapt to organisational change	Essential	Application Interview
14	Ability to adapt to technological advances in the workplace	Essential	Application Interview
15	Excellent communication (written/verbal) skills	Essential	Interview Presentation
16	Numerate and capable of manipulating statistical data	Essential	Interview
17	Customer focussed and service-driven	Essential	Application Interview
18	Ability to work under pressure and to manage multiple ongoing activities effectively	Essential	Interview
19	Ability to provide evidence of a creative and positive approach to problem-solving	Essential	Interview
20	Ability to communicate information and to provide advice to a diverse range of audiences including senior staff, academic staff, and business representatives	Essential	Presentation
21	Ability to work independently and as part of a small team	Essential	Interview
22	Ability to use own initiative and to work without direction	Essential	Interview
23	Ability to undertake occasional travel and to work outside 'normal' business hours	Essential	Interview
24	Good organisational skills in managing a complex environment	Essential	Interview