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It is in a banner as a heading only and contains no other information.

Job Description heading

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**Job title:** KTP Programme Officer

**Post number:** P007707

**Reports to:** KTP Manager

**Department/School:** Research, Enterprise & Social Partnerships

**Location:** Watts Building, Moulsecoomb

**Grade:** 5

**Purpose of the role**

To provide post award project management support for the university’s Knowledge Transfer Partnership (KTP) portfolio and to support promotion of the scheme to help build a pipeline of opportunities.

**Line management responsibility for:** None

**Main areas of responsibility:**

1. To be responsible for the project management of a portfolio of live Knowledge Transfer Partnership (and equivalent) projects in line with University and governance practices:

* Maintaining accurate records across all monitoring systems and databases.
* Being the point of contact for KTP teams, building relationships with partners, managing LMC (Local Management Committee) meetings and all other project meetings, overseeing project delivery for all KTPs
* Overseeing the final report process in liaison with KTP project teams ensuring the process is completed for each project and collating all KTP related data, providing statistics and data when required
* Responsible for the early identification and, in liaison with the KTP partners, finding suitable proactive solutions to project issues and concerns, and providing advice and recommendations to address in-project trouble-shooting
* Monitoring project progress, highlighting successes and escalating issues to the KTP Manager.

1. To manage project finances in consultation with KTP project teams and the University Finance Department, in accordance with university and funders’ regulations in order to ensure compliance with funder’s requirements:

* planning and prioritising work to maintain a schedule of KTP claims and invoices for months ahead to ensure deadlines are met, monitoring spend against KTP budgets and managing financial statements, providing teams with recommendations on spend/transfers where appropriate
* being the point of contact to KTP project teams for all project budget updates, including transfers and invoice related queries
* working closely with the University Finance Department to manage actual/forecast financial statements for claim submissions
* setting up, reviewing and authorising project related payments project team members’ travel and subsistence claims
* minimising any related financial risk to the university and carrying out internal financial audits when required.

1. To play a significant role in managing the post-award relationship between other university teams (Contracts & IP, GGP, REF etc.), partner companies and funders, on strategic and operational matters including undertaking analysis and evaluation on projects and providing updates on project progress where company partners are engaged in multiple areas with the university including:

* Reporting information on student projects (and other student impact) to the GGP team
* Ensuring teaching/curriculum impact is captured and reported internally to GGP team, REF team where relevant.

1. To organise and coordinate all on-going HR related matters for Associates (applicants, in-post and previous) and to have particular responsibility for the administration and coordination of the KTP Associate recruitment process. Responsibility includes the induction and coaching of new KTP Associates, covering all project initiation activities, ensuring that university procedures are strictly adhered to, delivering refresher activities when required, and providing personal development and mentoring support to KTP Associates.
2. To organise and support the overall internal and external marketing and promotion of KTP by developing case studies to communicate KTP stories at the end of each KTP project, and by reporting impacts and success stories on an ad hoc basis, working closely with Marketing and Communications colleagues when required.
3. To support lead generation for new projects by dealing with early stage KTP enquiries in a timely manner, evaluating new KTP opportunities for initial assessment, escalating them to the KTP Manager when appropriate and triaging any other (non-KTP) enquiries to the most appropriate team.
4. To undertake any other projects and tasks in support of the KTP programme as required by the KTP Manager including but not limited to meeting ad hoc administration tasks, liaison with other KTP universities to support information sharing and best practice and contributing to the KTP national community on the whole.

**General responsibilities**

These are standard to all University of Brighton job descriptions.

* To undertake other duties appropriate to the grade and character of work as may be reasonably required, including specific duties of a similar or lesser grade.
* To adhere to the University’s Equality, Diversity, and Inclusion Policy in all activities, and to actively promote equality of opportunity wherever possible.
* To be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work Act.
* To work in accordance with the Data Protection Act 2018 and UK GDPR

### Person Specification heading This is a heading only and contains not other words or text.

The person specification focuses on the knowledge, skills and abilities, qualifications, and the experience required to undertake the role effectively. Please ensure that your application demonstrates how you meet the essential criteria. You will be assessed by your completed application form **(A),** at interview **(I)** and in some instances through an exercise **(E**).

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| **Essential criteria** | **(*Refer to the Support Staff JD brief guidance for examples of what should go in each section)*** | **A, I, E** |
| **Knowledge, skills, and abilities** | * Knowledge of mechanisms of business/university collaboration * Excellent problem solving skills * Analytical ability and a high level of numeracy and ability to manage budgets * Ability to balance and plan priorities whilst maintaining a high standard of service to a range of multi-partner projects * Able to work within established office systems, developing them where required to ensure effective and efficient procedures * An understanding of how to work with business clients and of undertaking needs analysis * Highly developed inter-personal skills * Works co-operatively and flexibly with others in a team | **I**    **A**  **I, E**    **A, I**    **A, I**      **A**  **A, I**  **A** |
| **Qualifications** | * Qualified to degree level (or equivalent) | **A** |
| **Experience** | * Experience of dealing with business and/or government * Professional track record of delivering business/university partnerships * Previous experience of managing projects * Customer service experience * Experience of marketing activities such as writing articles/blogs, updating social media accounts. | **A**    **A, I**    **A, I**  **A**  **A** |
| **Physical demands and/or other requirements** | * The role will require frequent travel to other university sites and business locations, typically regionally but occasionally nationally. | **I** |

Additional Information - this is another heading. 

* Any appointment is generally made at the bottom of the salary range for the grade dependent upon experience and previous salary.
* The University of Brighton welcomes job sharers. Job sharing is a way of working where two people share one full-time job, dividing the work, responsibilities, pay, holidays, and other benefits between them proportionate to the hours each works, thereby increasing access to a wide range of jobs on a part-time basis. The advert for the post for which you are applying will indicate whether applications from job sharers can be considered (this may not be possible for a post that is already part time for example). Refer to the ‘Balancing Working Life’ section on our website here: [Benefits and facilities](https://www.brighton.ac.uk/about-us/working-with-us/jobs/benefits-and-facilities.aspx).
* Annual leave entitlements are shown in the table below and increase after 5 years’ service. In addition, to the eight Bank Holidays, there are university discretionary days between Christmas and New Year. All leave, including bank holidays and discretionary days, is pro-rated for part time employees.

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|  | **Annual entitlement per grade** | **Grades** | **After 5 years’ service** |
| 1-3 | 23 days | 1-3 | 28 days |
| 4-7 | 25 days | 4-7 | 30 days |
| 8-9 | 27 days | 8-9 | 30 days |
| Band 10 and above | 30 days | Band 10 and above | 30 days |

* More information about the department/school can be found here [Professional Services Departments](https://www.brighton.ac.uk/about-us/contact-us/professional-services-departments/index.aspx) or here [Academic Departments](https://www.brighton.ac.uk/about-us/contact-us/academic-departments/index.aspx).
* Read the University’s [Strategy 2019 - 2025](https://www.brighton.ac.uk/practical-wisdom/index.aspx)
* The University has an attractive range of benefits, and you can find more information about them on our [website](https://www.brighton.ac.uk/about-us/working-with-us/jobs/benefits-and-facilities.aspx).

Date: April 2022