



**UNIVERSITY OF LINCOLN
JOB DESCRIPTION**

JOB TITLE	Business Engagement Co-ordinator for Knowledge Exchange				
DEPARTMENT	Research and Enterprise				
LOCATION	Lincoln Campuses				
JOB NUMBER	EL1165	GRADE	7	DATE	March 2025
REPORTS TO	Strategic Projects Manager				

CONTEXT

We are a university looking to the future where we serve and develop our local, national and international communities by creating purposeful knowledge and research, confident and creative graduates and a dynamic and engaged workforce. Research & Enterprise is an innovative department within the University which works with staff, employers, students and graduates to increase graduate employability and external income generation to underpin our growing research portfolio.

This position is an integral part of the Enterprise & Innovation team within Research and Enterprise and will support the expansion of the University's existing knowledge exchange (KE) portfolio of products and services, particularly those funded through Knowledge Transfer Partnerships (KTP) and Innovate UK. The role will contribute to the University's wider research & innovation goals, particularly the delivery of the University's Higher Education Innovation Fund (HEIF) knowledge exchange strategies. This will be achieved through internal and external promotion of potential funding opportunities, supporting the co-ordination and submission of funding applications, stakeholder engagement, academic training & development and liaising closely with business development managers across the University.

Interaction with external businesses, academic colleagues and professional services staff in all Colleges, Centres and Institutes is required in order to develop effective networks and a flexible support service that responds to the fluctuating nature of funding calls. The post holder will support the Strategic Projects team in developing and maintaining external networks on behalf of the University to raise its profile and build collaborations, this may involve local, regional & national travel.

JOB PURPOSE

The post holder will support the development, implementation, and delivery of strategies to increase the quantity and range of University's knowledge exchange products and services. This will include a particular focus on collaborative research & development, and Knowledge Transfer Partnerships (KTPs) building the current portfolio (and other knowledge exchange products & services) in line with agreed targets.

The post holder will work with the Enterprise team and wider Research & Enterprise department in raising the profile of the innovation agenda and the University's expertise and ambition with internal and external audiences to support partnership development and external income growth, ensuring progress against University key performance indicators (KPIs) in line with the University's HEIF strategy.

The post holder will manage the development of collaborative funding opportunities between the University and external partners, engaging with the application development of KE proposals and overseeing the project management of awarded Knowledge Transfer Partnerships (KTPs).

The post holder will develop expert knowledge on the innovation funding landscape, specifically for the KTP portfolio which they will co-ordinate on behalf of the University.

KEY RESPONSIBILITIES

Research and Business Development

- Promote, maintain and deliver, with department and College teams, a KE and partnerships strategy targeting public, private and third sector organisations.
- Internal and external promotion of KE funding opportunities leading on to the development of collaborative funding proposals. Consisting of developing marketing and communication plans, developing creative marketing materials such as video case studies, and maximising regional promotional opportunities with partners such as other local universities.
- Co-ordinate and deliver meetings and other internal and external promotional and awareness raising events and influence staff and stakeholders to engage in bidding activity.
- Take the lead on the promotion and development of KE funding proposals in response to formal calls for funding including gaining early intelligence on new funding calls to be issued

External Income Generation

- To establish relationships with University academics, within University departments and Colleges and with employers and the business community leading to an increase in secured income for KTP, Collaborative R&D and other KE projects, tracking the development of relationships and projects through appropriate systems and databases.
- Working with the College Business Development/Research Officers to coordinate the timely, targeted identification and dissemination of appropriate funding information to academic staff and delivery of grant writing clinics to raise the profile of KTP and IUK income generation opportunities in line with university strategy.
- Provision of expert advice in the development and co-ordination of KTP and IUK funding proposals, supporting academics and external clients in this process, including costing, bid development, identification of potential collaborators and supporting submission of high quality proposals.
- Support the Strategic Projects Manager and Head of Enterprise & Innovation on implementation of appropriate protocols and systems for peer review of grant applications.
- Costing of KE proposals eg KTP and IUK in line with funder scheme guidelines including supporting the development and implementation of processes and procedures for the Worktribe system

Relationship Management

- Lead on developing and negotiating external relationships with businesses and third sector organisations with the aim of converting these into income generation opportunities for the University.
- Influence and negotiate relationships between external partners and academics with the aim of converting these into income generational opportunities.

- Increase our innovation profile through regular attendance at meetings with funders and stakeholders and supporting academic staff in networking and brokering new profitable relationships.
- Act as the key contact and account manager for identified partners, maintain good client liaison and commercial practises, ensuring profitable, repeat business.
- Maintain key working relationships with external stakeholders including funders, KTP Advisors and intermediary organisations e.g the Knowledge Transfer Network.
- To network effectively with internal and external stakeholders to raise the profile of what the University has to offer particularly in relation to student start up activity, business support activity/Knowledge Transfer Partnerships (Lincoln Be Smarter, KTPs etc.), opportunities around our business centres (Sparkhouse, Think Tank, Eagle Labs, Bridge etc.)

Compliance, Training & Development

- Ensure the compliance of all KE and KTP projects within scheme guidelines including the production of management and financial information
- Maintain an excellent working knowledge of national and regional KE funding schemes and support the wider Strategic Projects team in raising their awareness and understanding of KE scheme requirements.
- Develop and deliver of appropriate training events and written resources for research & innovation, project development and post-award management, undertaking relevant CPD to maintain/develop on-going expertise in UK KE funding.

Consultancy and KTP post award management

- To be responsible for KTP Associate recruitment, including chairing interview panels and assessment exercises in compliance with University selection and recruitment procedures and appropriate probation.
- Provide post award project support to KTP projects through attendance at Local Management Committee (LMC) meetings and key liaison with College Support teams.
- Support the Contracts & Intellectual Property Officer to ensure the management of Intellectual Property Rights and the protection of commercial confidentiality within the KE project portfolio.
- Where the University is a partner in KTP project, support the negotiation of terms of collaboration, taking advice from and raising any areas of concern with the IP & Contracts Officer and on substantive issues with Head of Enterprise & Innovation.

Data management & reporting

- Track and monitor data relating to current KE portfolio, proposals submitted, success rates and pipeline for use in reporting to management, clients, University staff, funding bodies and other partners as appropriate to share best practice, improve success rates and influence future bidding strategy.
- Lead on the analysis and interpretation of trends within the relevant data sets and utilise the findings for the benefit of growing the portfolio.

- Deliver and report on agreed key performance indicators to the Strategic Projects Manager, within agreed deadlines and ensure that an appropriately robust audit trail of information is maintained to support these reports.
- Develop and disseminate information on best practice relating to the management and administration of KE funding through liaison with internal contacts and external bodies (e.g. Innovate UK), and influence colleagues at all levels to adopt best practice.
- Provide clear, concise and accurate data sets and analysis to management upon request for internal and external reporting.

Profile raising

- Increase awareness of knowledge exchange projects across the University through liaison with, and the coaching of, academic staff, identifying individual college needs and developing and delivering a bespoke programme of Knowledge Exchange workshops and seminars to address these.
- Take the lead on the delivery of a regular series of business engagement events in collaboration with College based Business Development Managers, Research Development Officers, Business Development Officers, the KTN and regional universities to raise awareness of mechanisms to engage in collaborative activity with the aim of converting delegates into active partnerships and income generation opportunities.
- To represent Research & Enterprise at internal and external events and on relevant local, regional and national interest groups, partnerships and committees as appropriate in order to develop income generating relationships, influence partners and funders, and create new commercial opportunities.

In addition to the above, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.

ADDITIONAL INFORMATION

Scope and Dimensions of the Role

This role will require pro-activity and a commercial acumen with a customer focus. The role will support the Strategic Projects Manager and wider Research and Enterprise department in the delivery of key strategic outcomes.

As a key point of contact for staff seeking advice on external funding, the post holder will be expected to be a self-starter and be an effective communicator. The post holder will support the development and expansion of knowledge exchange opportunities in line with the University strategy, as well as promoting and marketing the University, both internally and externally.

In addition to being an organised team player the post holder will have a good understanding of business support, marketing and event organisation which will, on occasion, involve flexibility.

The role will play an integral part in the development and delivery of research & innovation support within the Strategic Projects team, including supporting other colleagues, to ensure delivery of the University's income generation targets.

Key Working Relationships/Networks

Internal	External
<ul style="list-style-type: none"> • Director, Research & Enterprise • Head of Enterprise & Innovation • Strategic Projects Manager (Line Manager) • Strategic Projects team • College Business Development Managers • Careers & Employability team • Enterprise team • Senior academic staff, including Directors of Research, Heads of School and Heads of Colleges • Targeted college staff • Human Resources • Marketing/comms Managers 	<ul style="list-style-type: none"> • Regional KTP Advisor(s) • Regional & national University KTP offices & officers • Potential KTP Associates • Innovate UK • Partner organisations • Targeted employers • Intermediaries (e.g.KTNs) • Local, regional and national business clients, including SMEs • External agencies (e.g. Business Lincolnshire, Chamber of Commerce) • Relevant associations and professional bodies (e.g. Praxis Unico, ARMA)



**UNIVERSITY OF LINCOLN
PERSON SPECIFICATION**

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Selection Criteria	Essential (E) or Desirable (D)	Where Evidenced Application (A) Interview (I) Presentation (P) References (R)
Qualifications:		
Graduate or equivalent	E	A
Diploma or equivalent experience in technology transfer	D	A
Experience:		
Experience of working in a business development environment	E	A, I
Experience costing and pricing proposals	D	A, I
Experience of working with business and professional support organisations/agencies	E	A, I
Experience of supporting the development of proposals and business plans	E	A, I
Experience of marketing services to a commercial audience	E	A, I
Experience of supporting staff and student projects within industry	D	A, I
Experience of managing multi-partner projects	E	A, I
Experience of planning, marketing and delivering events	E	A, I
Experience co-ordinating training and development activities	E	A, I
Experience of dealing with a wide variety of challenging tasks, often under pressure	E	A, I
Skills and Knowledge:		
Strong commercial acumen	E	A, I
Excellent communication skills, written and verbal	E	I, P
Proven success in income generation	E	A, I
Strategic marketing planning skills	E	A, I
A working knowledge of appropriate technology exchange policy in relation to Higher Education	D	I, P
Ability to develop effective working relationships with a wide variety of internal/external partners	E	A, I, P
A high level of numeracy	E	A, I
Knowledge of research costing/pricing, including FEC (Full Economic Costing)	D	A/I
Excellent working knowledge of Microsoft Office in particular Word, Excel, Sharepoint and PowerPoint	E	A
Knowledge of Knowledge Transfer Partnerships	E	I, P
Competencies and Personal Attributes:		
Innovative	E	I, P

Results driven	E	I, P
Highly organised and able to prioritise workload	E	I
Projects a professional image at all times	E	A, I, P
Excellent interpersonal skills	E	A, I, P
Adaptable and flexible within a team environment	E	I
Business Requirements		
Will be required to work the occasional evenings and weekends	D	I
Able to travel between sites	E	I

Essential Requirements are those, without which, a candidate would not be able to do the job. **Desirable Requirements** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Author	SC	PBP	GPH
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