

Reference: R190558

Salary: £26,715 to £31, 866 per annum

Contract Type: Continuing

Basis: Full Time

Closing Date: 23.59 hours GMT on Sunday 09 February 2020

Interview Date: To be confirmed

KTP Support Coordinator



Job description

This is an exciting opportunity to join the Research and Knowledge Exchange Team to support Aston University's continuing growth in the delivery of innovative Knowledge Transfer Partnership (KTP) projects. Knowledge Transfer Partnerships (<http://www.ktp-uk.org/>) is a well-established Innovate UK programme that has been helping businesses to improve their competitiveness and productivity through the better use of knowledge, technology and skills that reside within UK universities.

The KTP Support Coordinator is a new role, to provide outstanding support in the delivery of the KTP programme and enhance Aston's excellent reputation as a leading UK provider. You will become highly skilled in KTP administration, and through exposure to multiple projects will have a personal development opportunity for greater involvement in the KTP application process.

Job Purpose:

You will provide the administration for Aston University's (KTP) portfolio, acting as a main point of contact, working closely with colleagues to provide an effective, efficient and customer focussed support service to company partners, academic staff, KTP Associates, KTP Advisors and Innovate UK.

You will also manage / support key administrative activities within the Business Development team, assisting in the continual development, improvement and implementation of processes and systems, taking a lead on new initiatives.

You will work with the wider Research & Knowledge Exchange team and colleagues across the University as required.

You will represent Aston University at KTP Local Management Committee meetings at company partner premises, delivering a high quality, professional support service to project stakeholders. The role will therefore demand travel to company partners within the UK. Occasional work outside of your normal working hours may be required.

Reporting to: Industry Projects Manager

Main Duties and Responsibilities (include but not limited to):

KTP project development support & administration

- Arranging company and KTP project development meetings
- Setting up online application forms and liaising with project teams on requirements
- Manage KTP Calendar for the team (e.g. company meetings/ draft deadlines/ submission deadlines)
- Logging applications on Aston's finance systems (ARCP) and liaising with finance on project costings and approvals
- Supporting the project development team with collating information and application related administration as required

KTP post award administration & management

- Process Grant Offer Letters including liaison with finance for project set-up

- Provide recruitment support for project teams in close liaison with HR & finance teams and project stakeholders
- Support shortlisting and interview arrangements for KTP Associates
- Creation and provision of KTP company contracts and monitoring of progress through to final agreement
- Liaison with HR on Associate Appointments and manage induction process for all new KTP Associates including providing appropriate guidance documentation and registration with Innovate UK.
- Coordinate arrangements for KTP Local Management Committee (LMC) meetings and provide secretarial support to KTP LMCs to include:
 - Co-ordinating meeting dates including diary management
 - Setting up LMC Zero meetings and providing appropriate documentation
 - Attending and taking minutes at LMC meetings (in person/ via Skype as appropriate), and registering minutes with Innovate UK
 - Maintaining a calendar of LMC meetings
 - Monitoring actions and co-ordinate as required
- KTP Associate Support including fielding Associate queries/ acting as a point of contact
- Creating an Aston KTP Associates Network, encouraging interaction amongst Associates and organising events and social media activities

General Administration

- Monitor KTP project pipeline and co-ordinate activities of the Business Development Team
- Provide KTP promotional support including management of Aston's annual KTP showcase event
- Liaise with marketing and communications colleagues to promote KTP via internal communication channels/ social media/ Aston website etc and ensure a steady pipeline of project case studies are produced and publicised
- Support business development team with event horizon scanning
- Liaise with Grants and Contracts team to ensure accurate recording of KTP applications
- To support other Team activities/ duties deemed suitable and appropriate

Additional responsibilities

- Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
- Ensure and promote the personal health, safety and wellbeing of staff and students.
- Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

Person specification

	Essential	Method of assessment
Education and qualifications	Degree level qualification OR A Level (or equivalent) with extensive experience in an administrative role in either a commercial or HE environment	Application form
Experience	<ul style="list-style-type: none"> • Work experience in an administrative role in a large professional organisation dealing with a wide range of staff and customers at varying seniority levels • Experience of contributing to the development and implementation of administrative systems and procedures • Experience of providing professional committee servicing including provision of formal documents, accurate minute taking and co-ordination of actions 	Application form, interview and presentation
Aptitude and skills	<ul style="list-style-type: none"> • A high level of IT competency to deal with a variety of IT systems and confidence with IT packages e.g. Microsoft Word / Excel / PowerPoint • Ability to maintain high levels of accuracy and concentration • Excellent customer service skills, ensuring the optimal approach is used depending on the audience • Excellent interpersonal skills to work closely with all stakeholders • Professional approach including a proven ability to provide confidential support/ handle sensitive or confidential information as required • Excellent communication skills (both written and oral) • Good problem-solving skills to find solutions to problems on your own initiative • Work as an effective team member while also being highly self-motivated and capable of working independently • Initiative and drive to develop and implement new ideas with a proactive and positive approach • Proven time management, organisation and prioritisation skills to effectively multitask and work under pressure 	Interview and presentation

	Essential	Method of assessment
	<ul style="list-style-type: none"> Flexibility and adaptability to deal with varying workloads/ workload peak times Enthusiasm and maturity to take ownership of all aspects of the role with the desire to progress your career within the team 	

	Desirable	Method of assessment
Experience	<ul style="list-style-type: none"> Experience/ knowledge of HR processes and employment requirements Experience of working within Higher Education or in a commercial setting 	Application form, interview and presentation
Aptitude and skills	<ul style="list-style-type: none"> Experience of dealing with financial management and forecasting of expenditure Driving license would be a distinct advantage to attend LMC meetings in secretary capacity (some companies are based in more remote locations) 	Interview and presentation

You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>. Applications should be submitted by 23.59pm on the advertised closing date. All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted. If you require a manual application form then please contact the Recruitment Team via jobs@aston.ac.uk.

Contact information

Enquiries about the vacancy:

Name: Emily Wakefield

Job Title: Industry Projects Manager

Email: e.l.wakefield@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:

Recruitment Team via jobs@aston.ac.uk or 0121 204 4500.

Additional Information

Visit our website <https://www2.aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits
Aston University staff enjoy

Salary scales: <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

Benefits: <https://www2.aston.ac.uk/staff-public/hr/Benefits-and-Rewards/index>

Working in Birmingham: <https://www2.aston.ac.uk/birmingham>

Employment of Ex-Offenders: Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

Eligibility to work in the UK: Candidates who are not citizens of the United Kingdom, or another EEA member country, should check their eligibility to enter or remain the UK in advance of making any job application via the UKVI website <https://www.gov.uk/browse/visas-immigration/work-visas>. Before applying you should ensure that you meet the requirements, including meeting the English language standards. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful

Equal Opportunities: Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form. Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

Data Protection Act 1998: Your personal data will be processed in compliance with the DPA and from 25 May 2018 with the GDPR. The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.aston.ac.uk/data-protection>. Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Full details of our terms and conditions of service and associated policies and procedures are available online at <https://www2.aston.ac.uk/staff-public/hr/policy>



