



**IMPACT**

## KTP Operations Coordinator

**Reference:** R220455

**Salary:** £27,929 to £33,314 per annum Grade 7, depending on experience

**Contract Type:** Full Time

**Basis:** Continuing

# 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.

You will provide outstanding support in the delivery of Aston University's growing portfolio of KTP projects and enhance our excellent reputation as a leading UK provider. You will develop expertise in the Knowledge Transfer Partnership programme and through exposure to multiple projects will have a personal development opportunity for greater involvement in the KTP project lifecycle. You will be working with the existing KTP Operations Coordinator, and where required provide cover.

## **Job Purpose:**

You will provide the administration for Aston University's (KTP) portfolio. You will be responsible for managing your own caseload of projects, 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 support the continual development, improvement and implementation of processes and systems, and be able to take a lead on new initiatives.

You will work closely with the current KTP Team, the wider Research & Knowledge Exchange team and colleagues across the University.

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.

Although based on the Aston University campus in Central Birmingham, the University supports dynamic working practices, working in the location that best suits the task at hand, whether that be working remotely from home, on campus or at company partner premises.

Reporting to: Industry Projects Manager.

## **Main Duties and Responsibilities (including but not limited to):**

### **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, project stakeholders and requesting new vacancies on Aston's Vacancy Management system.
- Support shortlisting and interview arrangements for KTP Associates through to appointment in coordination with HR.

- Coordination of KTP company contracts and monitoring of progress through to final agreement.
- Deliver induction process for new KTP Associates in your caseload, 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 or online as appropriate
  - Ensuring approval of LMC Minutes and coordinating with Finance to register minutes with Innovate UK / IFS system
  - Maintaining a calendar of LMC meetings
  - Monitoring actions and coordinating as required
  - Work against tight deadlines in providing support to Finance team for submission of the quarterly financial claims
- KTP Associate support including fielding Associate queries and acting as a point of contact.
- Participating in the Aston KTP Associates Network, encouraging interaction amongst Associates and organising events and social media activities.

## **General Administration**

- Monitor KTP project pipeline to support post award planning and work streams.
- Provide KTP promotional support including management of KTP related events, e.g. Aston's annual KTP showcase event.
- Collaborating with marketing and communications colleagues to promote KTP via internal and external communication channels, e.g., social media, Aston website etc.
- Liaise with Grants and Contracts team to ensure accurate recording of KTP applications.
- To support other Knowledge Exchange team activities / duties deemed suitable and appropriate.

As a part of your long-term professional development, the KTP Operations Coordinator will have the opportunity to become involved in pre-Award KTP Activities, e.g., arranging and attending KTP project development meetings and participating in the application process.

## **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
<b>Education and qualifications</b>	Degree level qualification or equivalent with extensive experience in an administrative role in either a commercial or Higher Education environment	Application form
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Work experience in an administrative role in a large professional organisation dealing with a wide range of staff and customers at varying seniority levels</li> <li>• Experience of contributing to the development and implementation of administrative systems and procedures</li> <li>• Experience of providing professional committee servicing including provision of formal documents, accurate minute taking and co-ordination of actions</li> </ul>	Application form, interview and presentation
<b>Aptitude and skills</b>	<ul style="list-style-type: none"> <li>• Strong IT competency to deal with a variety of IT systems and confidence with Microsoft Office Applications e.g. Teams, Word, Excel, PowerPoint etc.</li> <li>• Ability to maintain high levels of accuracy and concentration</li> <li>• Proven time management, organisation and prioritisation skills to effectively multi-task and work under pressure</li> <li>• Excellent customer service skills, ensuring the optimal approach is used depending on the audience</li> <li>• Excellent interpersonal, communication and presentation skills to work effectively with all stakeholders</li> <li>• Professional approach including a proven ability to provide confidential</li> </ul>	Interview and presentation

	Essential	Method of assessment
	<p>support/handle sensitive or confidential information as required</p> <ul style="list-style-type: none"> <li>• Good problem-solving skills to find solutions to problems on your own initiative</li> <li>• Work as an effective team member while also being highly self-motivated and capable of working independently</li> <li>• Initiative and drive to develop and implement new ideas with a proactive and positive approach</li> <li>• Flexibility and adaptability to deal with varying workloads/workload peak times</li> <li>• Enthusiasm and maturity to take ownership of all aspects of the role with the desire to progress your career within the team</li> </ul>	

	Desirable	Method of assessment
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of managing projects and use of project management tools</li> <li>• Experience/ knowledge of HR processes and employment requirements</li> </ul>	Application form, interview and presentation
<b>Aptitude and skills</b>	<ul style="list-style-type: none"> <li>• Experience of dealing with financial management and forecasting of expenditure</li> <li>• Driving licence would be a distinct advantage to attend LMC meetings in secretarial capacity (some companies are based in more remote locations)</li> </ul>	Interview and presentation



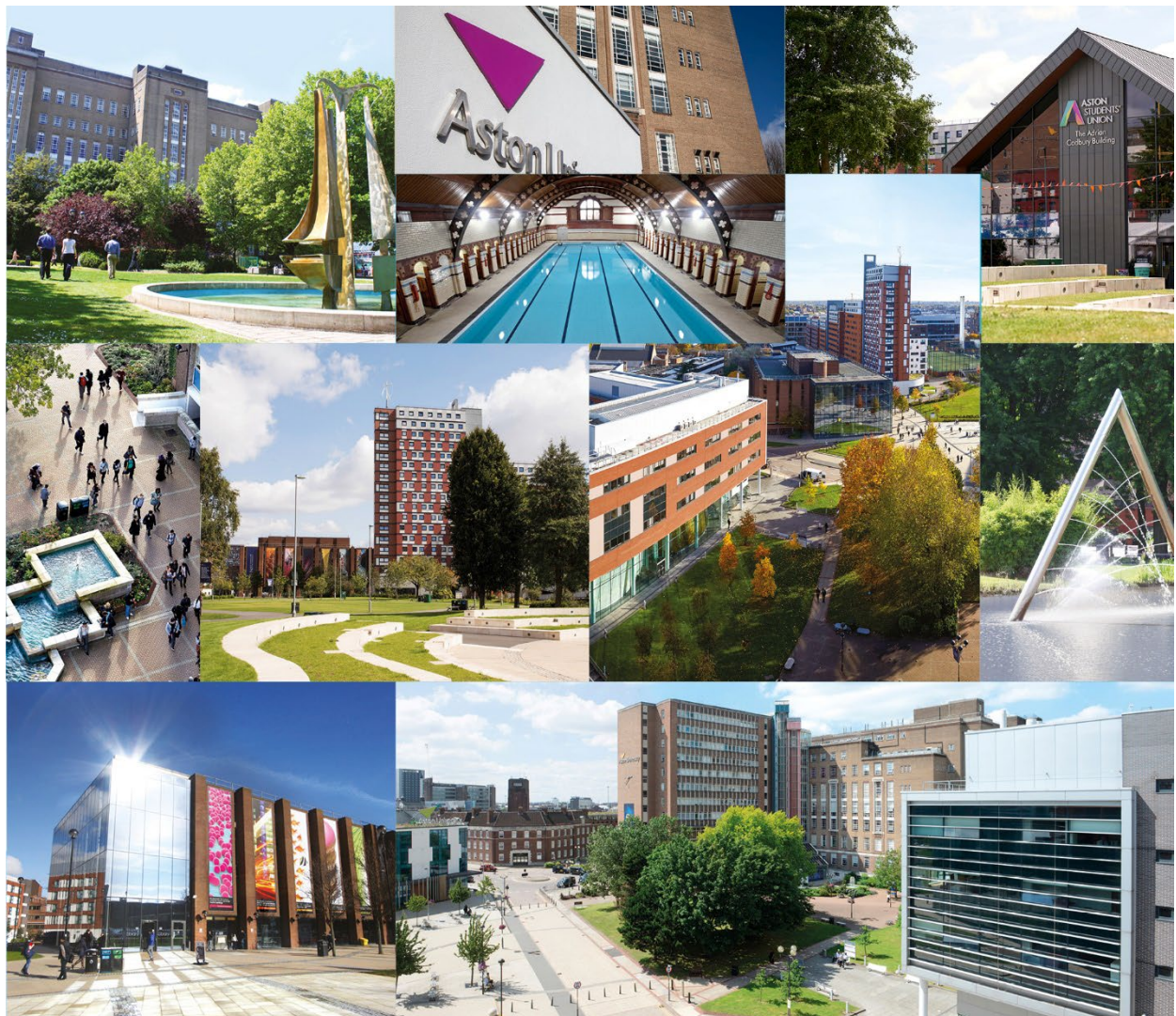
## How to apply

You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

Applications should be submitted by 23.59 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](mailto: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](mailto:e.l.wakefield@aston.ac.uk)

## Enquiries about the application process, shortlisting or interviews:

Recruitment Team via [jobs@aston.ac.uk](mailto: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:

### Post-Brexit transition period / EU Settlement Scheme

The post-Brexit transition period ended on 31 December 2020. If you are an EU/EEA citizen and you were a resident in the UK before 31 December 2020, you and your family members (including non-EU citizens need to apply to the EU Settlement Scheme to continue to live, work and study in the UK beyond 30 June 2021. The deadline for applying to the EU settlement scheme is 30 June 2021. You can apply via the Government webpage

<https://www.gov.uk/settled-status-eu-citizens-families>

Irish Nationals do not need to apply for settlement as they retain the right to work in the UK.

### New immigration system for EU/EEA and Swiss Nationals who were not resident in the UK before 31 December 2020

A new immigration system has been introduced for people arriving in the UK from EEA countries with effect from 1 January 2021. In addition to those who have always required a visa, EU citizens moving to the UK to work will need to get a visa in advance. You can find more information on the following website. Candidates should check their eligibility to enter or remain in 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 requirements. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful.

If you require a visa to work in the UK the most common types of visa are:

**Skilled Worker Visa**

<https://www.gov.uk/skilled-worker-visa>

**Global Talent Visa**

If you are a leader or potential leader in one of the following fields you may be eligible to apply for a Global Talent Visa:

- Academia or Research
- Arts and Culture
- Digital Technology

Please click the following link for further information and to check your eligibility for this visa.

<https://www.gov.uk/global-talent>

**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:** Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("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/policies>

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gets real.**