

KTP Manager



OPPORTUNITY

Where change
gets real.



Reference: 0161-25

Grade: 9

Salary: £46,735 to £55,755 per annum, depending on experience

Contract Type: Permanent

Basis: Full Time

Job description

Job Purpose:

Aston University's 2030 strategy is **Inclusive, Entrepreneurial** and **Transformational**. We are building a new model of university for a changing world. Our vision is to be a leading university of science, technology and enterprise, measured by the positive transformational impact we achieve for our people, students, businesses and the communities we serve.

Reporting to and working collaboratively with the existing KTP Manager to provide leadership across multiple work strands within the wider KTP team.

The postholder will lead on establishing and maintaining Aston as a KTP centre of excellence, with a leading national standing in terms of portfolio size and quality of service provision. They will develop and maintain a successful portfolio of Knowledge Transfer Partnerships (KTPs) to contribute to the delivery of Aston University's Enterprise Strategy and the Aston University 2030 Strategy.

This is a Senior Management post where the holder will be expected to undertake the strategic elements of the project lifecycle including complex bid writing, senior relationship building, stakeholder management, leading on escalated issues and representing the University regionally and nationally.

Main Duties/Responsibilities

Knowledge Transfer Partnership Operations.

- ▶ Manage the continual development of KTP at Aston University in line with the university's strategy. Create and manage systems to record portfolio activity including projects in development, operational and completing KTPs and develop models for portfolio management and growth. Prepare and circulate reports for internal and external audiences, including communication of project approvals, statistical data on current and future performance and comparisons with peer HEIs, utilising national statistics where available.
- ▶ Develop and monitor KPIs including income generation targets and quality indicators, providing reports for senior leadership and evolving strategy according to priorities.
- ▶ Lead and supervise the "business-as-usual processes" of the core KTP team of the KTP Operations Manager and KTP Operations Coordinators. Develop and maintain systems to ensure excellent document management processes and effective administration of individual projects.
- ▶ Work closely with the KTP Operations Manager to continually review processes, adopt new ways of working and instil a continual improvement ethos within the KTP team and wider Knowledge Exchange and Innovation Team.
- ▶ Plan and support the identification of opportunities, including checks on company eligibility for KTP, company financial status and performance to assess affordability. Ensure university procedures for recording, monitoring and due diligence are undertaken for all KTP applications. Work with KTP Operations Manager and Finance Team to ensure projects are costed in compliance with Innovate UK guidelines.
- ▶ Support the KTP Operations Manager to take the lead on post award processes, including contract agreements, and managing the KTP Operations Coordinators in recruitment, financial and project management meetings.
- ▶ Act as the escalation point for complex issues or risk management arising from any aspect of the day-to-day project monitoring throughout pre- award and post-award phases.

- ▶ Work closely with College Business Development Managers (BDMs) and the KTP Operations Manager to mentor, build their understanding of KTP, and develop their ability to lead the KTP application process, identify academic expertise to deliver the knowledge transfer, and high-quality KTP application writing.
- ▶ Review and edit KTP Applications, workplans, business cases, project costings and financial commentaries to ensure high quality applications which reflect the technical, commercial and academic impact of projects in a compelling way.
- ▶ Manage a pipeline of KTP prospects, plan the application development cycles, assigning resources and delegating tasks within the core KTP team and to BDMs as appropriate to maximise capacity and ensure portfolio growth. Take the lead on new opportunities to ensure that incoming queries are actioned swiftly.

Engaging with stakeholders

- ▶ Work with senior leaders from business, the professions and Third Sector to understand their strategic requirements and outline the responsibilities and obligations inherent in participating in the programme. Provide advice and guidance on aligning their strategic goals with market opportunities and commercial and societal impact, including bespoke support to each company on developing compelling business cases. Writing, reviewing and editing application content to ensure assessment criteria are met and the chances of securing funding are optimised.
- ▶ Work with academic stakeholders to provide guidance, support and drafting of KTP application content which portrays their research from a technical and impact perspective and enhances Aston's brand reputation.
- ▶ Build partnerships between Academic and Business Partners supporting them through the development of the KTP Process from initial discussions through to the receipt of Grant Offer Letter. Work closely with the KTP Adviser assigned to each project to arrange meetings, agree drafting schedules, manage the application process through to award and post award issues
- ▶ Maintain a close relationship with Aston's nominated KTP Adviser, wider network of KTP Advisers and Innovate UK to ensure Aston University's views are communicated, it is aware of policy changes and the Aston brand and reputation are enhanced.
- ▶ Work closely with regional and national KTP Groups, including the KTP Managers' National Forum to ensure that best practice is exchanged and that policies are discussed. Lead initiatives as required, for example national working groups looking at specific areas of KTP strategy or programme delivery.

Additional responsibilities

- ▶ Promote Knowledge Transfer Partnerships through presentations and attendance at events and promotion through social media channels and Case studies. Support the wider KTP team in organisation and support of promotional events, including the annual KTP Showcase and Associate networking events to enhance Aston University's reputation.
- ▶ Coordinate entries to industry awards including managing entries to the National KTP Awards to ensure Aston University's profile as a major player in KTP.
- ▶ Work creatively across teams to achieve University and departmental objectives.

Person specification

| | Essential | Method of assessment |
|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
| Education and qualifications | Educated to degree level or equivalent. | Application form |
| Experience | <p>A track record in leadership in business development and income generation in either Higher Education or Business environments.</p> <p>Experience of developing and maintaining strategic partnerships and key account management activities including CRM.</p> <p>Leadership and line management experience including staff mentoring.</p> <p>Experience of strategic planning and leading teams, including the development, monitoring and reporting of KPIs.</p> <p>Experience of developing and delivering high value, strategically important, multi-partner projects.</p> | Application form and interview |
| Aptitude and skills | <p>Ability to liaise, negotiate and build strategic relationships across a diverse range of internal and external stakeholders.</p> <p>Experience of building credibility through excellent written and verbal communication skills.</p> <p>Self-motivated and highly organised with the ability to work towards and meet deadlines.</p> <p>Excellent planning, organisation and strategic thinking skills.</p> <p>A logical and inquisitive mind, demonstrating an interest in science and technology, research, the commercial world and market trends.</p> | Application form and interview |

| | Essential | Method of assessment |
|--|--------------------------------------------------------------------------------------------------------------------------------|----------------------|
| | Ability to work collaboratively as part of a team, contributing to outstanding team performance, as well as on own initiative. | |

| | Desirable | Method of assessment |
|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
| Education and qualifications | <p>A higher degree or business qualification.</p> <p>A project management qualification.</p> | Application form |
| Experience | <p>Experience of working in a UK Higher Education Institution, particularly on Knowledge Transfer Partnerships.</p> <p>Experience of leadership in a strategic partnerships' context.</p> <p>A good knowledge of the UK research innovation policy and funding environment.</p> <p>Work experience in a business / commercial setting.</p> <p>Experience of using digital business development and market research tools.</p> <p>Experience of event co-ordination/ management.</p> | Application form and interview |
| Aptitude and Skills | Highly developed presentation/ pitching skills, including adjusting presenting styles to suit different audiences | Application form and interview |

University values

All staff are expected to demonstrate/promote the University's values and expectations, which are an integral part of our strategy and underpin the culture of the University. In

addition, our leaders are expected to be accountable, help to execute strategic visions of the University and share and set clear expectations that inspire those around them.

Values + Behaviours

**Innovation**

We strive for excellence within ourselves and others, providing solutions to new and existing challenges.

**Collaboration**

We work best when we are collaborative, working together to contribute to the Aston community.

**Ambition**

We strive together for improvement and innovation looking ahead to see the bigger picture.

**Inclusion**

We treat everyone in our community equally and how they would like to be treated.

**Integrity**

We are open, honest and fair. We take ownership of the way we work and how we treat each other.

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 23.59pm 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 recruitment@aston.ac.uk.

Contact information

Enquiries about the vacancy:

Name: Emily Wakefield

Job Title: KTP Manager

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

Enquiries about the application process, shortlisting or interviews:

Recruitment Team via recruitment@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: [Benefits and Rewards | Aston University](#)

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: You should ensure that you meet the eligibility requirements, including meeting the [English language standards](#). If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful. Please see UKVI guidance for further information on eligibility, knowledge of English requirements and approved test centres <https://www.gov.uk/tier-2-general>

With the end of free movement for EU/EEA/Swiss nationals from 1 January 2021, the UK's new immigration system applies to all non-UK/Irish nationals who require a visa.

Where an individual is subject to UK immigration control, they will require a visa to work in the UK.

The following individuals do not need a visa for the UK, but do still have to prove their right to work before employment can commence:

- **British Citizens or Irish Nationals**
- **EU/EEA/Swiss nationals with Settled or Pre-settled status under the EU Settlement Scheme**
- **Non-EEA nationals with Indefinite Leave to Remain/Settlement in the UK**

The main routes available for those who need a visa to work in the UK are **Skilled Worker**, **Global Talent** and the **Graduate Route**.

You can find further information about each of these visa routes on our candidate immigration page.

If you will conduct research in your role, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application. Please see below for further details.

Academic Technology Approval Scheme (ATAS):

If you will conduct research in your role and you apply for a Skilled Worker or Temporary

Worker GAE visa, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application.

This process can take at least 6 weeks to process, and Aston will consider this when confirming your expected start date. Processing times will increase between April and September and can longer to complete.

There is no fast-track option available. ATAS certificates will be processed in order of receipt.

You can find more information about ATAS on our candidate immigration page.

Before you start and Right to Work

90-day entry vignette

If you have applied for your visa outside of the UK, you will receive a vignette in your passport which is usually valid for 90 days. Please make sure to travel to the UK within the 'valid from' and 'valid to' dates on this visa. If you entered the UK before or after these dates, you would not 'activate' the visa and you would need to leave and re-enter the country.

You will also receive a decision letter confirming details about your immigration permission and where to collect your Biometric Residence Permit.

Cost of Living - Estate and Letting Agents

There are numerous Estate and Letting Agents in and around Birmingham that can help you find suitable accommodation. The Midland Landlord Accreditation Scheme provides a list of professional agencies and landlords who have applied with them for accreditation. Whilst accreditation is not a guarantee of quality, it provides some reassurance about the standard of the service they provide.

You can also use property search websites such as Rightmove or Zoopla.

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>

Aston University
Birmingham
B4 7ET, UK.
+44 (0)121 204 3000

www.aston.ac.uk