



Job Title: Knowledge Exchange Data Officer
Grade: 7
Salary: £34,804 to £40,322 per annum
Department: Research and Enterprise Division
Hours/Contract: Permanent, full time
Reference: 1295

Role Purpose

This postholder will identify, collate and analyse knowledge exchange and engagement data across the University and develop new approaches to measuring knowledge exchange activity. Data will be used to develop institutional strategy, to report to external bodies and to support strategic funding bids.

The overall purpose of the role is to:

- Provide specialist support for Knowledge Exchange (KE) data/survey requirements, in particular the Business & Community Interaction Survey (HEBCIS) return
- Interpret data and support the development of the forthcoming University’s Knowledge Exchange Strategy and approach to the Knowledge Exchange Framework (KEF)
- support the research & business development team with knowledge exchange and engagement data as required for funding bids

The post will be line managed by the Head of Research & Enterprise Partnerships (CSSAH) with significant support and liaison from the Research Strategy & Policy Manager (REF).

Main Duties and Responsibilities	% Time
Collate and validate data for the Higher Education Business & Community Interaction Survey (HEBCIS): <ul style="list-style-type: none"> • Monitoring and maintaining records and reports to required internal and external standards. • Collating, checking and validating underlying master data for the preparation of the HEBCIS return. • Summarising data in the required format for the HEBCIS return. • Working with senior RED staff to complete the check and challenge process and to obtain institutional sign-off for the return. 	50
Interpret data and support the development of new KE metrics: <ul style="list-style-type: none"> • Summarising data at College level after submission and provide sector benchmarking analysis after publication of HE-BCI results. • Providing advice and recommendations to academic departments, College Committees and other units across the University to inform decision making in the collection/verification and analysis of enterprise related data. • Identification of options and recommendations for improvement and development of existing systems and processes and policies to ensure quality and 	30





<p>accuracy of underlying data repositories and deliver on the Knowledge Exchange Framework (KEF) and University KE Strategy.</p> <ul style="list-style-type: none"> • Delivery of a variety of support mechanism (e.g. training, communications, system modifications) to academic units/departments and other relevant University units to ensure the consistency and accuracy of the data being provided by them and taking responsibility for establishing and maintaining the appropriate data quality standards for internal and external audit. <p>Provision of data for large-scale research & KE funding bids</p> <ul style="list-style-type: none"> • Collate data on institutional research and KE strengths for large strategic funding bids. 	20
Internal and External Relationships	
<p>The postholder will be required to liaise with the following:</p> <ul style="list-style-type: none"> • Knowledge Exchange lead academics for each of our 3 Colleges • Research & Business Development Teams for each College and for international and cross-College projects • RED Grants team • RED Research Finance • REF Team • RED Accountant • Library Bibliometrics team • Professional Learning team • Public engagement staff across the University 	
Planning and Organising	
<p>The postholder will create and execute a plan to:</p> <ul style="list-style-type: none"> • Ensure an excellent and robust HEBCIS return for the University • Ensure an robust approach to KEF metrics and reporting • Provide KE and engagement data for large-scale institutional funding bids 	
Qualifications, Knowledge and Experience	
<p>Essential</p> <ul style="list-style-type: none"> • Degree level qualification* • Relevant experience in information management including the collection, manipulation and analysis of data and the use and maintenance of database systems to provide management information.* • Demonstrable experience in database use, administration, customisation, and design, in supporting business-facing users of database systems to achieve targets and objectives.* 	





- Experience of extracting and interpreting information from a variety of databases, creating related reports. *
- Clear understanding of the regulations and outputs for research and knowledge exchange in the higher education sector.

Desirable

- Experience in a research or knowledge exchange-related role in a university environment
- Experience of using SAP finance software

****Criteria to be used in shortlisting candidates for interview***

Skills, Abilities and Competencies

Essential

- Advanced excel and data manipulation skills*
- Good interpersonal and communication skills*
- Good writing skills
- Ability to communicate effectively and build effective relationships with academics, researchers, research students and administrative staff at all levels
- Ability to work under pressure and meet deadlines.

Desirable

- Experience of measuring and evaluating research outcomes

****Criteria to be used in shortlisting candidates for interview***

Criminal Declaration

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.

VITAL

The University encourages all staff to live our [VITAL values](#) which are:
Valuing People, Innovators, Together, Accountable, Leaders.

Equality and Diversity

We believe that equality, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits





everyone. Our strong values of inclusivity and equality support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equality, diversity and inclusion.

