# Knowledge Exchange Assistant

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| Choose/type an item or delete row | Select a department | | |
| Choose/type an item or delete row | Choose an item | | |
| **Staff Category** | Knowledge Exchange | **Reference No** | Click here to enter text |
| **Reports To** | Head of Department/Institute | **Grade** | 6 |
| **Salary Range** | £32546 - £36130 | **Contract Type** | Choose a contract type |
| **FTE** | Select/type an FTE value | **Closing Date** | Click here to enter a date |
| **Working Arrangements** | Choose an item | | |
| **Work Location** | Click here to enter text. | | |



# Job Advert

Enter text of Job Advert here.

*Add Department/School details & project details here.*

As a Knowledge Exchange Assistant, you will assist in the delivery of knowledge exchange activities as part of a team, within an established knowledge exchange /research programme/s under the general supervision of senior colleagues. You will assist in initial research through conducting literature reviews, gathering information and collating findings. You will be expected to write up the results of your knowledge exchange activities and contribute to the production of relevant reports and publications. Under the guidance of the senior colleagues, you will liaise directly with external partners to provide support with the terms of the programme. You will also input as a team member to administrative activities and assist where required with relevant research and teaching activities.

To be considered for the role, you will be educated to a minimum of Degree level in …… and you will have sufficient breadth or depth of knowledge in …… You will have knowledge of appropriate knowledge exchange and research methods, have an ability to plan and prioritise your own workload, with general supervision, and you will have an ability to work within a team environment. You will have excellent interpersonal and communication skills, with the ability to listen, engage and persuade, and to present complex information in an accessible way to a range of audiences.

Whilst not essential for the role, applications are welcomed from candidates with: a higher Degree in a relevant discipline, some relevant work experience, membership/working towards membership of a relevant Chartered/professional body (including the Higher Education Academy), experience of relevant student supervision and teaching activities.

# Job Description

## **Brief Outline of Job:**

To assist in the delivery of knowledge exchange activities as part of a team, working within an established knowledge exchange /research programme/s under the general supervision of senior colleagues; to input as a team member to administrative activities; to assist where required with relevant research and teaching activities.

## Main Activities/Responsibilities:

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| --- | --- |
| 1. | Assist the delivery of knowledge exchange projects by assisting in initial research by, for example, conducting literature reviews, gathering information with regard to external partners and collating findings. |
| 2. | Liaising directly with external partners, under appropriate supervision, to provide support consistent with the terms of the KE project. |
| 3. | Manage and prioritise own workload within agreed objectives to ensure that all activities are completed to deadlines. |
| 4. | Write up results of own knowledge exchange activities and contribute to the production of relevant reports and publications. |
| 5. | Contribute to the planning of knowledge exchange programmes. |
| 6. | Assist with research and teaching activities as required. |
| 7. | Assist with the supervision of student projects and the delivery of introductory classes as required. |
| 8. | Input as a team member to Department/School, Faculty and/or University administrative activities |
| 9. | Engage in continuous professional development. |

# Person Specification

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| --- | --- | --- |
| **Educational and/or Professional Qualifications** (E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable) | **Essential/ Desirable** | **Assessment Method** |
| Good honours degree in appropriate discipline. | Essential | Application/CV |
| Higher degree (or equivalent professional experience) in appropriate discipline. | Desirable | Application/CV |
| **Experience** |  |  |
| Sufficient breadth or depth of knowledge in the relevant discipline/s to effectively contribute to the knowledge exchange programme/s. | Essential | App/CV/ Interview |
| Some relevant work experience | Desirable | App/CV/ Interview |
| Experience of relevant student supervision and teaching activities. | Desirable | App/CV/ Interview |
| **Job Related Skills and Achievements** |  |  |
| Knowledge of appropriate knowledge exchange and research methods. | Essential | App/CV/ Interview |
| Ability to plan and organise own workload effectively with general supervision from senior colleagues | Essential | Interview |
| Ability to work constructively within a team environment. | Essential | Interview |
| Membership / working towards membership of relevant Chartered/professional bodies (for example Higher Education Academy). | Desirable | Application/CV |
| **Personal Attributes** |  |  |
| Excellent interpersonal and communication skills, with the ability to listen, engage and persuade, and to present complex information in an accessible way to a range of audiences. | Essential | App/CV/ Interview |

# Application Procedure

(HR use only)

Applicants should visit Strathclyde’s vacancies portal and complete an online application form including the name of two/three referees who will be contacted without further permission, unless you indicate you would prefer otherwise. Applicants should also submit a Curriculum Vitae and a covering letter detailing the knowledge, skills and experience you think make you the right candidate for the job [delete as appropriate] as well as a Research Plan outlining your research strategy for the next 5 years. Applicants should also complete the Equal Opportunities Monitoring Form.

University of Strathclyde encourages the recruitment of disabled and neurodivergent candidates. If you need any reasonable adjustments during the recruitment process, please let us know. You are welcome to submit a paper application or a CV instead of the online application form by contacting us at [humanresources@strath.ac.uk](mailto:humanresources@strath.ac.uk).

# Interviews

Formal interviews for this post will be held on Enter an interview date.

The University is a Disability Confident Employer and operates a guaranteed interview scheme for disabled candidates who meet all the essential criteria for the post that they are applying for.

# Other Information

Further information on the application process and working at Strathclyde can be found on our website (<http://www.strath.ac.uk/hr/workforus>).

Informal enquiries about the post can be directed to Enter contact name, Enter contact job title (Enter contact email/phone details.).

# Conditions of Employment

Conditions of employment relating to the Choose a Staff Category. staff category can be found at: [Conditions of Employment](http://www.strath.ac.uk/hr/careerpathways/informationtermsconditions/).

# Rewards and Benefits

Our comprehensive benefits package, including generous annual leave, family-friendly benefits, flexible work options, and a commitment to continuous learning, reflects our appreciation for the valuable contributions of our colleagues.

We understand that each staff member has unique priorities and lifestyles, so our diverse benefits ensure there is something for everyone, details of which can be found on our [Rewards and Benefits webpage](https://www.strath.ac.uk/workwithus/vacancies/rewardsbenefits/).

* **Financial Rewards:** We provide attractive financial packages, including competitive salaries, relocation support for employees and a generous pension scheme, with university contributions of 14.5% for USS and 6.5% for LGPS.
* **Work-Life Balance:** We are dedicated to enhancing healthy work-life balance for our employees. We offer generous annual leave, an additional annual leave purchase option, flexible and agile work arrangements.
  + Annual Leave: Generous entitlement of 27 days (Grade 5 and below) or 31 days (Grade 6 and above), in addition to 11 public holidays and University closure days.
  + Additional annual leave purchase: Option to request purchase of 2 weeks’ additional annual leave per year.
  + Flexible and agile working: The University provides flexible work arrangements. You can request arrangements that fit you and your role, such as hybrid, part-time, compressed hours, term-time, adjusted shifts, staggered hours. These requests can be made from the first day of your employment.
* **Family Friendly Benefits:** We offer a variety of enhanced family-friendly benefits to support our employees in balancing work and family responsibilities. These include Maternity Leave, Paternity/Maternity Support, Adoption Leave, Shared Parental Leave, Parental Leave, Carers Leave and support, Family Friendly Research & Scholarship Leave, and access to our on-campus nursery.
* **Career Development:** Our commitment to personal development is reflected in initiatives such as professional courses, subsidised educational programs, coaching and mentoring, leadership development, secondment opportunities, and access to our library.
* **Health & Wellbeing:** We place high importance on the safety, wellbeing, and health of all our staff and offer discounted Strathclyde Sport membership, an Employee Assistance Programme (EAP), Occupational Health Service, and Cycle to Work scheme.
* **Recognition Awards:** At Strathclyde, we place a strong emphasis on acknowledging and rewarding our staff’s commitment and exceptional contributions. This is demonstrated through our Long-Service Awards and our Values-based Strathclyde Medals.

# PVG Check

This position involves regulated work, making it a legislative requirement that the successful candidate becomes a member of the Protection of Vulnerable Groups Scheme. If appointed, employment with the University will not be confirmed until membership of the Scheme has been received. The successful applicant will be precluded from working with protected groups until that time.

# **Basic Disclosure**

This role requires the satisfactory outcome of a Basic Disclosure Scotland Check. The successful applicant will be asked to carry out a Basic Disclosure Scotland Check. Whether an outcome is satisfactory will be determined by the University.

# Pre-employment health screening

An offer of appointment will be subject to a medical assessment by Occupational Health. An individual who accepts an offer of employment must complete a confidential medical questionnaire and forward it to the Occupational Health Nurse within 5 days of receipt. If further information is required, the individual may be contacted by the OHN or a Medical Advisor and a personal appointment with the individual may be arranged. An unconditional contract of employment will not be issued until Human Resources receives confirmation that applicant is fit to undertake the duties of the post.

# Probation

Where applicable, the successful applicant will be required to serve a Select a period. probationary period.

# Pension

The successful applicant will be eligible to join Choose an item. Further information regarding this scheme is available from [Payroll and Pensions](http://www.strath.ac.uk/finance/financialservices/pensions/).

# Relocation

Where applicable, the University offers a relocation package to support new employees who meet the eligibility criteria. The relocation package is offered as a contribution towards costs incurred, and is designed to be flexible, allowing staff to use the financial support available in the way that will be most helpful to them. Further details are outlined in the [Relocation Policy](https://www.strath.ac.uk/media/ps/humanresources/policies/Relocation_Policy.pdf).

# Equality and Diversity

The University of Strathclyde is a socially progressive institution that strives to ensure equality of opportunity and celebrates the diversity of its student and staff community.  Strathclyde is people-oriented and collaborative, offering a supportive and flexible working culture with a deep commitment to our [equality, diversity and inclusion charters, initiatives, groups and networks](https://www.strath.ac.uk/professionalservices/accessequalityinclusionservice/equalitydiversity/).

We strongly encourage applications from Black, Asian and minority ethnicity, women, LGBT+, disabled candidates and candidates from lower socio-economic groups and care-experienced backgrounds.

The University currently holds an Athena Swan **Silver award**, recognising our commitment to advancing women's careers in science, technology, engineering, maths and medicine (STEMM) employment in academia.

# University Values

The University’s Values capture what we’re all about: who we are, what we believe in and what we stand for. [Our Values](https://www.strath.ac.uk/whystrathclyde/values/) have been derived from how we act and how we expect to be treated as part of Strathclyde.

In delivering **our People Strategy**, we will contribute, act, and make decisions guided by these values.

* **People-oriented:** committed to our staff and students, providing opportunities, and investing in their development.
* **Bold:** confident and challenging in what we do, and supportive of embracing appropriate and managed risk in our decision-making.
* **Innovative:** focused on discovering and applying knowledge with impact and encouraging creative thinking and new ideas.
* **Collaborative:** working together, with our colleagues and external partners, with integrity and in an open, respectful way.
* **Ambitious:** for our institution, staff and students as well as supporting the ambitions of our partners.

