**Job Profile comprising Job Description and Person Specification**

**Job Description**

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| **Job Title:** Head of Knowledge Exchange and Partnerships  | **Grade**: MG2 |
| **Team:** South London Partnership | **Directorate:** Chief Executive’s Group |
| **Reporting to:** Sarah Sturrock | **Contract Type:**Fixed Term 2 years Secondments considered  |

**Job Purpose**

This new role is responsible for leading the development of a world class ecosystem of dynamic SME and University collaborations to stimulate knowledge-based growth and improve productivity across the South London Partnership boroughs. The South London Knowledge Exchange will drive economic growth by stimulating the creation of new jobs, businesses and products, and help businesses to improve competitiveness and productivity, through the use of knowledge and innovation linked to universities.

The postholder will be responsible for:

1. establishing a strong and dynamic Knowledge Exchange Partnership between universities, business and councils across five South London Boroughs;
2. through this partnership scoping and securing delivery of a programme of knowledge exchange support and activity, with £1.5 million and match-funding over three years, to deliver business support, new jobs, new products and new businesses; and
3. from this platform, developing further knowledge exchange support and activity and securing further funding for it.

This activity will fit within a wider programme led by the boroughs that includes the development of new workspace within each borough, through which knowledge exchange activity will be delivered.

The role will also need to support the Higher Education Institutions’ development of their knowledge exchange activity, individually and in co-ordination across the area, in the context of Research England’s new Knowledge Exchange Framework and any further policy or regulatory developments on this agenda. And it will need to link into other business networks and business engagement and support activity across the sub-region as appropriate. Please see *additional information* for further project details.

**Person Specification - Summary**

You will be an agile, engaging and credible leader, with a track record of forging cross-sector partnerships and networks, to deliver real world impact. Experience of leading the development and delivery of knowledge exchange programmes is essential, with the ability to translate academic expertise from HEI’s into opportunities for business. You will have experience of curating, developing and managing complex stakeholder partnerships, within the public and private sector. You will be customer focused with a track record of building, growing and managing relationships with businesses and entrepreneurs, interpreting the needs of business and creating innovative and collaborative solutions; achieving economic growth through new jobs, new products and new businesses.

You will provide strong project leadership, with robust project planning and organisational skills. You will be able to work from the strategic to the detail, to develop and secure delivery of effective programmes of knowledge exchange activity, with a continual focus on best practice, learning and improvement.

**Specific responsibilities:**

The Head of Knowledge Exchange Partnerships will be responsiblefor:

* leading the development of an action-focussed Knowledge Exchange Partnership between the boroughs, Universities, businesses and other relevant partners and managing the arrangements to support it, including a Partnership Board;
* working collaboratively with universities, businesses and other partners to develop and deliver a cohesive £1.5 million sub-regional programme of responsive, high quality, impactful knowledge exchange activity, at least primarily through the new Knowledge Hubs, to meet the ambitions, outputs and match-funding requirements of the South London Knowledge Exchange Business Rate Retention Strategic Investment Pot (BRR SIP) grant;
* promoting and marketing the opportunities of the knowledge exchange programme to relevant individuals, businesses and networks to secure appropriate participants;
* monitoring of the delivery and impact of knowledge exchange activity, including regular review and evaluation, and sharing of learning, to ensure there is continuous improvement of the knowledge exchange programme;
* identifying wider programmes that could support further knowledge exchange and the development of knowledge-based jobs and businesses, and securing their delivery in the SLP area and through our new Knowledge Hubs;
* identifying and securing, or supporting partners to secure, additional funding to expand and improve our knowledge exchange programme;
* develop strategic and tactical communications activity that ensures all stakeholders can contribute to and understand the opportunities available, through the knowledge exchange programme, across the sub-region;
* developing and securing agreement from partners to a plan for sustaining the Knowledge Exchange Partnership beyond the life of the BRR SIP funded programme
* provide regular financial and management reporting to support governance and oversight of the programme and fulfil the requirements of the BRR SIP grant

The postholder will report to the Director of the South London Partnership. He/she will be accountable to the SLKE Programme Board for the development of the knowledge exchange elements of the South London Knowledge Exchange programme, and through it to the wider programme governance.

The post holder will work closely with the SLKE Programme Manager and have administrative support from and links into the small programme team, while sitting within the South London Partnership team that supports collaboration across the five boroughs. He/she will be based in Twickenham but expected to work flexibly across the sub-region as needed to ensure strong relationships with and buy-in from all main partners.

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| **Person Specification Requirements** | **Essential/****Desired** | **Assessed by** **A & I/T/C**  |
| **Knowledge**  |  |
| Knowledge of how Universities can play a role in supporting local and regional economies [particularly through generating and commercialising innovation and sharing knowledge and expertise with entrepreneurs and industry to help support wider innovation]  | E | A/I |
| **Experience**  |  |
| Successful experience of developing sustainable and effective partnerships with experience of leading, influencing and securing agreement from a complex range of cross-sector organisations; creating collaborative business support solutions to drive economic growth | E | A/I |
| Successful experience in a leadership position demonstrating initiative, self-motivation and strong management practice in driving good outcomes and continuous improvement | E | A/I |
| Experience of leading business development activity, identifying new opportunities with appropriate organisations and developing engagement strategies with private and public bodies | E | A/I |
| Significant experience of developing and implementing complex and high-profile projects | E | A/I |
| Experience of identifying and attracting substantial external funding sources | E | A/I |
| Experience of information and financial management including the collection, analysis, interpretation, evaluation and presentation of complex information and data | E | A/I |
| Experience of marketing and brand management, seeking opportunities to maximise growth to ensure the continued success of the programme | D | I |
| **Skills**  |  |
| Able to provide strong leadership to the SLKE programme, through robust management; identifying, developing and managing multiple projects within budget and scope  | E | A |
| Exceptional interpersonal and relationship management skills, a highly skilled influencer and negotiator, able to achieve outcomes through collaboration.  | E | A/I |
| Ability to think and plan strategically, analysing complex information to effectively monitor and evaluate impact, responding quickly to changes in demand  | E | A/I |
| Excellent written and verbal communication skills, in a wide variety of contexts and at different levels, to manage complex and multi-layered stakeholder relationships | E | A/I |
| A good knowledge of how incubators, accelerators and collaborative workspaces operate both financially and operationally | D | A/I |
| Able to analyse and interpret complex data from a range of sources and communicate complex matters to a broad audience of people  | E | A |
| A proactive outlook with an ability to prioritise and schedule effectively to manage a dynamic workload and meet internal and external deadlines to balance competing priorities | E | A/P |
| Ability to forecast and manage budgets  | E | A |
| Creative thinking and problem solving including the ability to improve services, develop new ways of working, and find appropriate solutions to complex issues | E | I |
| **Qualifications** |  |
| Educated to degree level or equivalent relevant professional qualification or experience which demonstrates the ability to work across multiple organisation and networks, developing collaborative partnerships which will deliver a range of complex, high profile programmes and outcomes | E | A/I/C |
| Project or programme management qualification | D | A/C |
| **Other** |  |
| Willingness to travel across sites and work flexibly as required | E | I |

**A - Application, I - Interview, T - Test; C - Certificate**

**Additional Information**

**The Business Rate Retention Strategic Investment Pot - The South London Knowledge Exchange**

The Business Rate Retention Strategic Investment Pot (BRR SIP), funds projects that:

1. contribute to the sustainable growth of London’s economy and an increase in business rates income either directly or as a result of the wider economic benefits anticipated;

and

1. leverage additional investment funding from other private or public sources;

Through a competitive tendering process, the London Boroughs of Croydon, Kingston, Merton, Richmond and Sutton, supported by the South London Partnership (SLP), were awarded £6.04m develop the South London Knowledge Exchange.

The project has two main elements:

* 5 new workspace developments, across the boroughs, which will offer flexible workspace solutions for new and growing businesses
* development of a knowledge partnership to deliver a programme of knowledge-based business support activity, linking businesses to academia, to unlock growth and increase productivity in South London

The Head of Knowledge Exchange and Partnerships will be instrumental in developing the knowledge partnership, across the sub-region, ensuring that the programme and partnership is sustainable beyond the duration of this project.

London Borough of Richmond upon Thames (LBRuT) are the accountable body for the programme and are responsible for the delivery of the South London Knowledge Exchange, this includes hosting the South London Knowledge Exchange project team. The SLP will manage the Head of Knowledge Exchange and Partnerships post however the post holder will be expected to work closely with the LBRuT project team.

See attached annex 1 for bid submission and project overview.

**About the South London Partnership**

The South London Partnership (SLP) is a cross-party five borough sub-regional partnership of Croydon, Kingston upon Thames, Merton, Richmond upon Thames and Sutton. It has a small dynamic core team working closely with politicians, chief executives, senior managers and subject specialists in each of the five boroughs, as well as London and local stakeholders and partners. Together they have forged an ambitious programme of work that is securing greater sub-regional collaboration and traction on areas including health, skills and transport.

The SLP boroughs collaborate sub-regionally on things where they can secure more together than individually. The SLP team focuses on areas where collaboration leads to increased influence, increased powers and funding and better delivery of the services our residents need. The key collaboration areas are Growth, Health and Innovation.

SLP is hosted by Richmond Council. However, the London Boroughs of Richmond and Wandsworth operate a Shared Staffing Agreement (SSA) so the post holder will be employed on the SSA terms and conditions. The team is based at the Richmond Civic Centre in Twickenham, but all members are expected to work in other SLP borough offices when that makes sense, to build working relationships and make most effective use of their time.