

Knowledge Exchange Associate

School	Centre for Energy Policy, School of Government and Public Policy		
Faculty	Faculty of Humanities and Social Sciences (www.strath.ac.uk/humanities/)		
Staff Category	Knowledge Exchange	Reference No	359732
Reports To	Principal Investigator, Dr Rebecca Ford	Grade:	7
Salary Range:	£32,817 - £40,322 per annum	Contract Type:	Fixed Term (Until 31 March 2023)
FTE:	1 (Full time)	Closing Date	Monday 26 April 2021

Job Advert

The Centre for Energy Policy at the University of Strathclyde is seeking a Knowledge Exchange fellow to work in the area of Smart Local Energy Systems and as an integral part of the Energy Revolution Research Consortium (EnergyREV), led by the University of Strathclyde. EnergyREV aims to coordinate and integrate existing UK world-class knowledge, research teams and facilities to provide advice, research and innovation support to help ensure the success of the Industrial Strategy Challenge Fund (ISCF) Prospering from the Energy Revolution (PFER) programme. It is an interdisciplinary consortium comprising 22 universities, and this role presents an exciting opportunity to work with world class researchers and deliver important, meaningful and impactful research.

As a Knowledge Exchange (KE) Fellow you will work with EnergyREV Research Director, Dr Rebecca Ford, and the wider EnergyREV team in helping drive impact from our research and knowledge exchange within the wider Prospering from the Energy Revolution consortium. You will lead engagement activities between the EnergyREV consortium and the PFER Demonstration and Design projects (see <https://www.gov.uk/government/news/four-leading-edge-demonstrators-to-jumpstart-energy-revolution>), and work with the Research Director effectively communicate the key insights emerging from the EnergyREV programme to a wide range of stakeholders. You will collaborate with the research team in preparing and delivering the impact element of research projects. You will write up reports and policy briefs for additional dissemination (e.g., professional publications, peer review journal publication and non-technical outputs for a range of audiences) as appropriate.

You will have a good honours degree and PhD / higher degree (or equivalent professional experience) in an appropriate discipline. You will have a personal track record in carrying out knowledge exchange projects and a demonstrable track record in developing and delivering knowledge exchange activities. The successful candidate will have research communication that are consistent with the strategic direction of the Energy Revolution Research Consortium, and will have the ability to plan and organise knowledge exchange programmes, and to pull together teams of academic professional staff and others as appropriate, to ensure effective project delivery and benefits to the wider Prospering from the Energy Revolution Programme.

Job Description

Brief Outline of Job:

To undertake knowledge exchange activities under the general guidance of the EnergyREV Research Director, Dr Rebecca Ford. The main area of activity will be linked to the UKRI funded Energy Revolution Research Consortium (EnergyREV), and its engagement with the wider Prospering from the Energy Revolution programme. To lead in planning knowledge exchange activities, in consultation with research team and senior colleagues as required; to engage where required in relevant research-related activity; and input to administrative activities to support engagement and KE in EnergyREV more generally.

Main Activities/Responsibilities:

1.	Define relevant research and knowledge exchange objectives and opportunities for knowledge exchange activities and contribute to and establish the delivery of new research and knowledge exchange strategies within the School of Government and Public Policy and the EnergyREV research consortium, with particular focus on smart local energy systems being developed in the Prospering from the Energy Revolution Programme.
2.	Working directly with the EnergyREV team on identifying and considering key research outputs for KE, and web-based dissemination of policy/industry briefs and other project outputs.
3.	Manage the research and knowledge exchange activities of the EnergyREV team, providing leadership, support and guidance to colleagues at all levels.
4.	Work with relevant colleagues to progress EnergyREV research and contribute to and, lead the development and submission of proposals to appropriate external bodies for knowledge exchange funding.
5.	Work with the team in interpreting results and drafting policy briefs, planning and writing project progress reports/newsletters and organising events aimed at wider policy and stakeholder audiences in collaboration with colleagues on the wider project team.
6.	Work collaboratively with a range of governmental, regulatory, industrial and academic research partners in the UK.
7.	Work collaboratively with the Prospering from the Energy Revolution demonstration and design projects to explore the innovative policies and practices they are designing and implementing.
8.	Ensure that knowledge exchange advances inform wider EnergyREV efforts.

Person Specification

Educational and/or Professional Qualifications

(E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)

E1 Good Honours Degree and a PhD in a relevant subject (or exceptionally equivalent professional experience)

Experience

E2 Sufficient breadth or depth of knowledge in the area of smart local energy systems to lead knowledge exchange programmes and contribute to the development of knowledge exchange activities

E3 Significant experience and ability in the delivery of significant and successful knowledge exchange activities and projects

E4 Relevant work experience in a research/knowledge exchange environment

D1 Experience of working with or collaborating with business led-innovation projects

Job Related Skills and Achievements

E5 Research and knowledge exchange interests consistent with the strategic direction of EnergyREV

E6 Ability to lead individual knowledge exchange activities, work directly and independently with internal and external project partners and to prepare new knowledge exchange proposals

E7 Ability to work independently and within a team environment

E8 Ability to plan and organise own workload effectively

Personal Attributes

E9 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

Application Procedure

Applicants are required to complete an application form including the name of three referees who will be contacted before interview without further permission, unless you indicate that 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. Applicants should also complete the Equal Opportunities Monitoring Form.

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 Dr Rebecca Ford, Lecturer (rebecca.ford@strath.ac.uk).

Conditions of Employment

Conditions of employment relating to the Knowledge Exchange staff category can be found at: [Conditions of Employment](#).

Rewards and Benefits

Our staff have access to a wide range of outstanding benefits that include financial rewards, family friendly and wellbeing benefits and career development opportunities, details of which can be found [here](#).

Probation

Where applicable, the successful applicant will be required to serve a 9 month probationary period.

Pension

The successful applicant will be eligible to join the Universities' Superannuation Scheme. Further information regarding this scheme is available from [Payroll and 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.

Interviews

Formal interviews for this post will be held on 07 May 2021.

Equality and Diversity

We value diversity and welcome applications from all sections of the community.

The University currently holds a Bronze Athena SWAN award, recognising our commitment to advancing gender equality in academia across all academic disciplines and professional and support functions.

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](#) have been derived from how we act and how we expect to be treated as part of Strathclyde.



Conditions of Employment

Knowledge Exchange Staff

1. GENERAL CONDITIONS

Members of staff are subject to the Charter and Statutes and the Ordinances and Regulations of the University, published in the Calendar, and to any amendments or additions thereto approved by the University Court and, in the case of the Charter and Statutes, the Privy Council. Staff are also expected to familiarise themselves with, and adhere to, general University policies and procedures, as published on University web pages.

The University Court recognises Strathclyde Universities and College Union (SUCU) as the sole body with which it will negotiate and consult on all collective issues concerned with the terms and conditions of employment of Knowledge Exchange Staff. Such terms and conditions may be varied by the University Court after negotiation and consultation with SUCU.

Each member of staff is responsible for the proper performance of allocated duties to the person or persons specified in the member of staff's letter of appointment and any accompanying papers.

The University is committed to ensuring that its business is conducted in an open and transparent manner and will take all appropriate steps to address risks of bribery or corruption. Members of staff are required at all times to act honestly and with integrity and to safeguard the resources for which they are responsible. The University has in place a robust Public Interest Disclosure (Whistleblowing) Policy to enable concerns to be brought to its attention. This is available at www.strath.ac.uk/publicinterestdisclosure. Other relevant policies, e.g. Fraud Prevention and Conflicts of Interests, can also be found on the University's website.

Any member of staff may at any time be exposed to commercially sensitive information, information related to potentially valuable intellectual property or information which may otherwise be of a confidential nature. This information, which could be found anywhere in the University, may be written or disclosed orally, can include information of a commercial or technical nature, and may be owned by the University or by third parties. The University requires all employees to keep any such information confidential in the first instance and not disclose, publish or otherwise disseminate it without prior consent of the University. Such confidentiality obligations are commonplace and in the commercial interests of the University. When in doubt advice should always be sought from Research and Knowledge Exchange Services prior to disclosure.

The University operates probationary periods for new staff, the duration of which will be specified in individual letters of appointment. The normal probation period for posts in this staff category is 9 months for those at grades 6 and 7, and 12 months for grades 8 and above. Further guidance on probationary procedures is published at <http://www.strath.ac.uk/staff/policies/hr/>.

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Further information on the terms and conditions specified in this document and other staffing policies and procedures can also be found at www.strath.ac.uk/hr.

2. SALARY

Appointments are made at an appropriate salary point on the University's grading structure, with initial placing determined according to qualifications and experience. Increments are paid to staff on the 12 month anniversary of their appointment. Where this is not the first of the month, the increment will be paid on the first of the month directly

after the 12 month anniversary. This allows 1 progression to the next point on the salary scale until the top guaranteed point of the scale is reached.

Salaries are paid directly to staff members nominated bank account, normally on the second last working day of the month.

3. HOURS OF WORK

Working time is that required to fulfil the duties of the post. The University Court recognises that Knowledge Exchange staff carry out their duties in a variety of ways appropriate to the nature of their role, but expects work to generally be performed during normal working hours on week days. There are exceptions to this pattern which may involve contact at other locations or in the evenings, or at weekends, but these arrangements will be made with the agreement of the member of staff concerned.

Duties may, by arrangement with Head of Department/School/Director, include some teaching associated with the post (up to a maximum of 40 hours per semester) for which no additional payment will be made.

Additional work which does not fall within the scope of that described above may by arrangement attract payment which must be authorised and processed through the payroll.

4. HOLIDAYS

Annual leave entitlement is 31 days per year to be taken by agreement with the line manager. For staff members working on a part-time basis, holidays will be calculated on a pro-rata basis.

In addition to annual leave there is an entitlement to eleven public holidays per year which should be taken on days that the University is closed for this purpose. The University presently closes for four additional days over the Christmas and New Year period. **These additional days count against the annual leave entitlement.**

For staff members working on a part-time basis, public holiday entitlement will be calculated on a pro-rata basis.

Annual leave and public holiday entitlements should be taken in the leave year to which they relate. Up to five days leave can be carried forward into the new leave year subject to line management agreement. In exceptional circumstances, Heads of Department/School/Director may approve carry forward of accrued annual leave in excess of five days.

The University's expectation is that staff take all accrued holidays prior to their termination date. If staff have exceeded their entitlement the University will deduct an equivalent number of days pay from final salary payments.

5. SICKNESS ABSENCE

During any period of absence through illness or injury provided the appropriate notification and certification procedures have been followed the University will pay a member of staff (having taken account of the aggregate of all periods of absence due to illness during the twelve months immediately preceding the first day of the current absence) as follows:

Period of Continuous Employment at start of absence from work	Full Pay	Half Pay
Less than 1 year	1 month	1 month
1 year but less than 2 years	2 months	2 months
2 years but less than 3 years	4 months	4 months
3 years but less than 5 years	5 months	5 months
5 years or more	6 months	6 months

In order to manage the University's sick pay scheme the University requires to maintain sickness absence records on individual members of staff. When making payments after the expiry of statutory sick pay the University will deduct an amount equivalent to any benefit normally payable by the Department of Work and Pensions. For full details on the general University policy in this area please refer to the Sickness Absence Management Policy at www.strath.ac.uk/staff/policies/hr.

6. PENSIONS

If you are under age 75 at the date your appointment commences you will automatically become a member of the pension scheme operated by the University – the Universities Superannuation Scheme (USS). You will be admitted to the career revalued benefits scheme called the USS Retirement Income Builder, the contribution rate that currently applies is 9.6% of pensionable salary. A threshold applies to the maximum salary that counts towards the USS Retirement Income Builder. From 1 April 2021, the threshold is £59,883.65 per year. Contributions based on salary above the monthly equivalent rate of the threshold are paid to the defined contribution section of the scheme called the USS Investment Builder. Information regarding USS can be found in the scheme booklet located on the website: https://www.uss.co.uk/-/media/Project/USSMainSite/Files/For_members/Guides/Your_guide_to_Universities_Superannuation_Scheme.pdf. The scheme booklet is called 'Your Guide to the Universities Superannuation Scheme'.

The exception to automatic membership of the pension scheme applies if your post is located out with the UK in an EU member state. If this is the case membership of USS is not available to you.

The University operates a salary exchange arrangement, Pensions Plus, for members of the USS. Pensions Plus enables pension contributions to be made in a manner so that both employees and the University can benefit from available National Insurance Contribution savings. You will be automatically included in Pensions Plus, provided it does not adversely affect your take-home pay or your ability to claim certain state benefits. If your earnings fall below the Pension Plus pay protection limit you will be opted out of Pension Plus. This will not affect your membership of the USS.

New members of staff may opt out of USS within three months of taking up appointment and will then be treated as if they had never been a member of the scheme. After three months members of staff who wish to withdraw from USS during their employment will be required to give a minimum of 28 days' notice in writing to the University. Any member of staff who wishes to opt out should contact the Pensions Section, Finance, in the first instance (pensions@strath.ac.uk). Please note that if you are a member of Pensions Plus and withdraw from USS with less than two years of membership, or cease employment with the University and have less than two years of USS membership, the option of a refund of pension contributions will not be available to you. Instead, USS must provide you with a pension benefit that is payable from your Normal Pension Age. Regardless of whether you participate in Pensions Plus, if you are a member of the pension scheme for two years or more you are not entitled to a refund of pension contributions on leaving the scheme, you will be entitled to a pension benefit.

The University reserves the right to alter or withdraw Pensions Plus as it sees fit or as required to comply with legislative changes. Withdrawal or amendment of Pensions Plus will not affect your membership of USS. If you do not wish to participate in Pensions Plus but wish to remain in the pension scheme please contact the Pensions Team who will provide you with a non-participation form.

Information regarding pension scheme membership can be found on the Pensions pages of the University's website. Full information regarding USS can be found on the USS website – www.uss.co.uk

7. PLACE OF WORK AND RESIDENCE

Members of staff will be based on the John Anderson Campus, unless otherwise stated in the letter of appointment. The Department/School in which the post is initially placed will be specified in the letter of appointment although there will be an expectation to work at such other places as required in the course of employment.

If the need arises for members of staff to work outside the UK for a period (or periods) of more than one month then such arrangements will be subject to mutual agreement. Members of staff would then be provided with a statement in advance setting out the terms covering such periods of employment.

The University does not normally place specific restrictions upon the place of residence of members of staff. All staff are, however, expected to reside in a location which is compatible with the satisfactory fulfilment of all the duties associated with their appointment.

8. CONSULTANCY/FURTHER ACTIVITIES

To support the strategic objectives of the University and to facilitate individual professional development, the University encourages staff to engage in professional activities with outside bodies related to their field of work. In many cases, such activity will be approved on the basis that it represents University knowledge exchange activity and should therefore be treated as part of the individual's overall workload and managed through the University's systems. It is also recognised that there will be some cases where an activity is entirely separate from the University and should thus be notified/approved as a personal business activity. For further information please refer to the "University Procedure in relation to Work for Outside Bodies including Consultancies", which forms part of the employment contract and can be accessed at <http://www.strath.ac.uk/hr> www.strath.ac.uk/hr

9. DISCIPLINARY AND GRIEVANCE PROCEDURES

Further information on the University's disciplinary and grievance procedure can also be found at www.strath.ac.uk/policies/hr or on request from Human Resources.

10. NOTICE AND TERMINATION

The employment of a member of staff is terminable by at least three months notice in writing, on either side; except during probationary period when the notice period is one month. If notice is being given by a member of staff earlier release may be granted if this can be arranged without detriment to the work of the department or area. If the appointment is for a fixed term it will expire at the end of the period without the necessity for notice. Fixed term contracts may be terminated by either party short of the expiry date by the serving of one months' notice in writing. The University is not obliged to continue a fixed term appointment beyond the employment period.

Revised April 2021