

KTP Research Associate (Innovation Coordinator and Change Manager)

Department	Marketing (www.strath.ac.uk/marketing/) in association with SP Energy Networks Limited (www.spenergynetworks.co.uk)		
Faculty	Strathclyde Business School (www.strath.ac.uk/business/)		
Staff Category	Knowledge Transfer Partnership (KTP)	Reference No	163416
Reports To	Dr Beverly Wagner (Marketing); Anthony Donoghue (SPEN)	Grade:	KTP
Salary Range:	£27k-£34k p.a. Depending on relevant experience plus £5k development budget	Contract Type:	Fixed Term (30 months)
FTE:	1	Closing Date	Sunday, 11 November 2018

Job Advert

This is an exciting opportunity for an ambitious graduate to work with Scottish Power Energy Networks (SPEN) on a Knowledge Transfer Partnership.

A Knowledge Transfer Partnership (KTP) is a three-way project between a graduate, a business and a university. Graduates are recruited to manage strategic projects within the company, while being supported by a dedicated academic supervisor

It is expected that the candidate will have either a Master's degree with relevant Industrial experience and/or a PhD in a specialist area. Honours graduates will only be considered with associated industrial background. The successful candidate will lead an ambitious project to bring about new innovation management practices and culture change. The Associate will take ownership of activities that are core to the development of the organisation's innovation strategy, providing the opportunity to apply current knowledge as well as develop new skills. Applicants should have strong inter-personal skills as this post requires an individual who is confident and has the ability to communicate clearly and effectively to people in all levels of the organisation. It would also be an advantage to hold a clean drivers licence, as there may be some occasional travel within the UK.

SPEN is an Electricity Distribution and Transmission Network Operator for Central and Southern Scotland and Merseyside, North Wales and Chester, It is part of the Scottish Power group. It supplies 3.5 million customers, with a network value of over £10bn. Innovation is central to SPEN's ability to provide continuous high quality customer service and reduce costs, while facilitating the transition to a low carbon economy. Innovation is central to identify new approaches and solutions for the efficient operation and management of the network.

The successful candidate will undertake a thirty month collaborative project, based between the Scottish Power headquarters in the city centre and Ochil House, Hamilton International Business Park. The project will build upon current innovation activities undertaken in SPEN; assessing, refining and building on initiatives and processes for innovation. You will be instrumental in the design and development of a tailored process for innovation management, from ideation, to concept and through to delivery. This important strategic change project will transform culture, embed innovation as business as usual and ensure SPEN's sustainability as the energy landscape evolves. You will receive extensive practical and formal training, gain highly valued specialist innovation management skills, broaden knowledge and experience within a complex industrial sector and be supported by commercial and academic mentors.

Over and above these professional development opportunities, the post includes a generous personal development budget and an opportunity to register for a postgraduate research qualification. With the support of academic experts and a KTP Adviser this is an excellent opportunity which offers an extremely interesting, varied and challenging role.

Job Description

Brief Outline of Job:

The aim of this project to effect strategic change, accelerate innovation implementation, enhance innovation capability and knowledge through the development of a tailored innovation management process.

Main Activities/Responsibilities:

1.	Prepare a situational analysis of the current innovation position across SP Energy Networks. Lead the development of an integrated research protocol for the study of innovation management and innovation process models.
2.	Map current innovation processes and initiatives with associated business units. Using data gathered, carry out analysis and benchmark current state.
3.	Assess impact and build upon SP Energy Networks year of innovation engagement activities.
4.	Develop and design tailored process for innovation management from ideation through to delivery.
5.	Test process and support ongoing implementation of the innovation management procedure.
6.	Determine routes for full integration of the innovation management procedure.
7.	Lead the delivery of awareness building workshops, to enable full roll-out to business units
8.	Produce milestone reports and present work at project review meetings
9.	Completion of KTP Final Report.
10.	Involvement in dissemination activities including trade publications, case studies, academic papers and external presentations.

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 2.1 Honours or Master's degree with industrial experience in innovation, supply chain management, business management, marketing or related discipline

D1 Post graduate qualification in appropriate specialist area

Experience

E2 Background in project management, ideally with previous experience in developing and implementing process improvements within innovation.

D2 Experience of engaging and communicate with diverse stakeholders. Some experience in design thinking and SCRUM would be advantageous

D3 Experience writing reports for technical and non-technical audiences

D4 An understanding of innovation management practices and protocols

E3 Ability to coordinate communication activities in order to initiate culture change

Job Related Skills and Achievements

E4 Ability to work independently and as part of a multi-disciplinary and/or cross-disciplinary team

E5 Ability to work under pressure, be driven to deliver results, and be open and willing to undertake new challenges and learn new skills

E6 Ability to plan scenarios, prioritise and implement design procedures

E7 Excellent IT skills, including proficiency in using spreadsheets and databases

Personal Attributes

E8 Excellent interpersonal and communication skills, with the ability to listen, engage and persuade, and to present information in an accessible way to a range of audiences

E9 Energetic and positive and have an ability to think outside the box

E10 Enthusiastic with the ability to influence people and change habits and norms

E11 Excellent organisational skills

Other Relevant Factors

E12 Motivated with a strong drive towards the achievement of the project deliverables

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>).

This position forms part of the Knowledge Transfer Partnership (KTP) funded by Innovate UK. To find out how KTP works with business and the University, and the vital role you will play if you successfully secure a KTP Associate position, please visit www.ktpws.org.uk.

Informal enquiries about the post can be directed to Dr Beverly Wagner, (beverly.wagner@strath.ac.uk / 0141 548 3246).

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](#).

Conditions of Employment

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

Probation

Where applicable, the successful applicant will be required to serve a 6 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 Tuesday, 4 December 2018.

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 women's careers in science, technology, engineering, maths and medicine (STEMM) employment in academia.



Conditions of Employment

KTP Associates



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, Privy Council.

The University Court recognises the Strathclyde University and Colleges 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 Research staff. Such terms and conditions may be varied by the University Court after negotiation and consultation with SUCU.

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 6 months. Further guidance on probationary procedures is published at <http://www.strath.ac.uk/staff/policies/hr/>.

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.

Further information on the terms and conditions specified in this document is contained in the Staff Handbook, which also includes further details of such conditions as provision for sick/injury leave and pay, leave of absence, holidays and holiday pay, individual grievance procedures, review and disciplinary procedures and collective agreements. Should you not receive a copy of the handbook on appointment a reference copy is accessible by visiting Human Resources.

2. CONTINUOUS SERVICE

In the case of new appointments, unless otherwise stated in the letter of appointment, the date of continuous employment for the purposes of statutory employment rights will be taken to be the date of appointment contained therein. In the case of promotions, regradings or transfers, previous service is continuous.

3. ALLOCATION OF POST

The post to which each member of staff is appointed is allocated to both the University Department and/or other area(s), and the Company Partner named in the member's letter of appointment and any accompanying papers. Should the University Court and/or the Company Partner deem it necessary, in the furtherance of the objectives of the University (specified in its Charter) and/ or the objectives of the Company Partner, they shall, having consulted with the parties concerned and having received the advice of the Senate, re-allocate the post and/or the duties pertaining partially or wholly to it to another University department or area and/or to another Company Partner Department or to an associated Company. Any such re-allocation will be without prejudice to the other conditions of employment of the holder.

If the need arises during the course of employment for members of staff to work outside the U.K. 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.

4. RESPONSIBILITY AND SERVICE

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

<http://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.

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

5. WORKING TIME

Working time is that required to fulfil the duties of the post and members of staff are expected to comply with the general working pattern of the KTP Company Partner. Further details in relation to working hours will be provided within the offer of employment and/or by the Company Partner on commencement of employment.

6. HOLIDAYS

Entitlement to accrue paid annual holiday will apply from the date of commencement and the accrual rate will be as per the provisions of the KTP Company Partner. Public Holidays will only apply where they are observed by Company Partner and it may be that these have to be taken from the annual leave entitlement where the Company does not apply a separate entitlement in this regard. Where Public Holidays are not observed by the Company Partner, these days may still be taken from the annual holiday entitlement, subject to authorisation. In cases where the Company Partner operates a period of annual closedown, these days may count against the accrued annual holiday entitlement, subject to the normal practices of the Company Partner. Further details and arrangements for requesting leave will be confirmed within the Offer of Employment and/or by the Company Partner on commencement of employment.

7. SICK LEAVE

During any period of absence through illness or injury provided the appropriate medical certificates are received 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 Health and Social Security. For this and other details see staff handbook.

8. SALARY AND SUPERANNUATION

Salaries are payable monthly by means of a credit transfer to a specified bank account.

New members of staff, aged under 75, will be admitted automatically to membership of the Universities Superannuation Scheme (USS) on taking up appointment. If you are already in receipt of a USS pension you will join USS in accordance with pension auto-enrolment regulations. USS

requires a contribution from the member, currently 8 per cent of pensionable salary. A contribution, currently 18 per cent of pensionable salary, is paid by the University. From 1 April 2016 all members are part of the career revalued benefits scheme called the USS Retirement Income Builder. From 1 October 2016 a threshold, initially of £55,000 a year, will apply to the maximum salary that counts towards the USS Retirement Income Builder. From the same date a new defined contribution section of the scheme called USS Investment Builder will open and any contributions above the threshold will be invested in this section. 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.

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 retirement date.

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

9. PLACE OF RESIDENCE

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

10. PERIOD OF EMPLOYMENT

Members of staff are employed on the conditions indicated in individual letters of appointment and any accompanying papers. The University is not obliged to give notice of termination or continue any employment beyond the end of the fixed term period. Where the period of the contract of employment is for one year or less it may be terminated short of the fixed term period by 1 month's notice on either side. Where the period of the contract of employment is for more than one year, or where there have been a further contract or series of contracts immediately consecutive, the employment may be terminated short of the fixed term period by 3 months' notice on either side, except during the probationary period when the notice period is one month.

11. 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.