

Knowledge Exchange Associate

School	Law (www.strath.ac.uk/humanities/lawschool/)		
Faculty	Faculty of Humanities and Social Sciences (www.strath.ac.uk/humanities/)		
Staff Category	Knowledge Exchange	Reference No	293890
Reports To	Hub Deputy Director, One Ocean Hub	Grade:	7
Salary Range:	£32,817*	Contract Type:	Fixed Term (Until 01/03/2024)
FTE:	1 (35 hours/week)	Closing Date	Tuesday, 26 May 2020

Job Advert

This is an exciting opportunity to join the UKRI GCRF One Ocean Hub, a 5 year research for development programme which seeks to address intractable challenges faced by developing countries in relation to ocean management. Led by the University of Strathclyde the Hub's research focuses on the specific challenges of South Africa, Namibia, Ghana, Fiji and Solomon Islands in realising the economic, socio-cultural and environmental benefits from the ocean. The Hub will weave learning from the ocean, ranging from the traditional knowledge of the peoples who rely upon it to marine sciences, innovative legal approaches and artistic methods. Our aim is to bridge the disconnections in law, science and society across all levels from the local to the international. We aim to empower vulnerable communities, woman and youth to shape and benefit from the blue economy through inclusive and integrated governance approaches required to ensure a healthy ocean and flourishing economies.

As a Knowledge Exchange (KE) Associate, you will play a leading role in KE and impact activities primarily in relation to ocean governance and legal research, whilst also working with other KE colleagues, researchers and project managers across all disciplines of the Hub to ensure a multidisciplinary and coordinated approach to stakeholder engagement and impact.

With a background in environmental law, and experience in law and policy making processes at the global level, you will actively participate in global and regional ocean governance networks, representing the Hub at key events and fostering new relationships with a range of policy orientated stakeholders. You will proactively follow key international processes and identify KE opportunities for the Hub. Working with the Deputy Director you will develop a range of KE products and a portfolio of KE projects aligned with the Hub's objectives and which will contribute to the delivery of the Hub's outcomes at international level. Working closely with the Development Manager and Programme Manager, you will help to identify new sources of funding to support KE activities and contribute to the generation of new proposals.

You will have the ability to translate complex information into an accessible form for a range of audiences, and will work with the Hub's Communications Officer to contribute content to the Hub's communications programmes (including social media). You will play a leading role in the development of legal content for the Hub's global knowledge-translation platform. Working within the Hub's Monitoring and Evaluation Team, you will develop impact case-study materials that will be shared on the Hub's website and social media, as well as in reports to the funder and partners and in new research grant applications.

To be considered for the role, you will have a PhD (or exceptionally equivalent professional experience) in international law of the sea and/or international environmental law or related disciplines. The successful candidate will have relevant knowledge exchange experience and track record of engagement with the United Nations and/or other global or regional inter-governmental bodies, and/or with other law- and policy-making processes.

You will be able to hit the ground running and integrate quickly into a diverse, highly motivated team. You will be flexible and adaptable as the Hub is a dynamic learning network for transformational research for development, which operates at multiple scales and across three regions (Caribbean, Africa, South Pacific).

*Please note that increments are payable on the 12 month anniversary of appointment. This allows progression to the next point on the salary scale until the top guaranteed point of the scale is reached.

Job Description

Brief Outline of Job:

The KE Associate will work directly with the Director and Deputy Director to accelerate the Hub's impact at global and regional level through the perusal of KE opportunities and development of networks in global and regional ocean governance fora. An effective communicator and an expert in ocean governance, you will routinely disseminate complex Hub outputs in an engaging way to extend the international reach of the Hub and catalyse impact. You will produce a range of KE products and contribute to the Hub's key communications programmes, most notably the Knowledge Translation Platform.

Main Activities/Responsibilities:

1.	Develop knowledge exchange products targeted to policy makers for the Hub, particularly at the global and regional level
2.	Participate in global and regional networks and foster relationships with key stakeholders.
3.	Proactively identify opportunities for KE, considering appropriate methods, and engage and motivate the appropriate partners/expertise from across the Hub as required to ensure delivery
4.	Working with the Hub's Development Officer, contribute to the development of new KE and research grants by providing content on the impact track-record and relevant KE activities of the Hub, and identify opportunities to attract KE funding.
5.	Contribute to the Hub's Monitoring, Evaluation and Learning activities, leading on MEL related data capture and analysis and reporting within the International Impact Working Group
6.	Work across the Hub research programmes and with the Hub's Support Team, contribute to the development of the Hub's Knowledge Translation Platform content and promote the Platform as required
7.	Analyse Hub findings and synthesis a range of complex information into engaging materials for a range of audiences and contribute to content to the Hub's communications channels
8.	Working with the Programme Manager and Directors, contribute to the design and content of Hub events and conferences, including attracting relevant audiences
9.	Plan and manage own workload and schedule of KE and Communications activities, adapting and responding to changing Hub needs and external factors.
10.	Attend and contribute to relevant meetings across the Hub, providing coordination support to the International Impact Working Group

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 PhD / higher degree (or equivalent professional experience) in international law of the sea/ international environmental law.

Experience

E2 Track record of engagement with the United Nations or other international policy-making process.

E3 Track record in developing high-quality knowledge exchange products (policy briefs, materials for the general public or for schools, social media/mass media content).

D1 Publications in international law of the sea/ international environmental law

D2 Experience in developing knowledge exchange proposals and attracting knowledge exchange funding

Job Related Skills and Achievements

E4 Excellent written and oral communication skills, with experience in producing policy briefs

E5 Ability to synthesise complex information across different disciplines.

E6 Ability to work independently and constructively within a team environment.

Personal Attributes

E7 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.

E8 Experience in multi-cultural work environments

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 Professor Elisa Morgera, Hub Director, One Ocean Hub (elisa.morgera@strath.ac.uk).

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 Knowledge Exchange Staff can be found here: [Conditions of Employment](#).

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 as soon as possible following vacancy closure.

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.

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/>.

Further guidance on probationary procedures is published at www.strath.ac.uk/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.

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 2019, the threshold is £58,589.70 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/members/members-home/resources/factsheets-and-member-guides>. 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 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

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 2019