

# Academically Advanced Socially Progressive

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## Knowledge Exchange Fellow

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|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|-----------------------|
| <b>Department</b>           | Work, Employment & Organisation ( <a href="http://www.strath.ac.uk/business/workemploymentorganisation/">www.strath.ac.uk/business/workemploymentorganisation/</a> )         |                      |                       |
| <b>Faculty</b>              | Strathclyde Business School ( <a href="http://www.strath.ac.uk/business/">www.strath.ac.uk/business/</a> )                                                                   |                      |                       |
| <b>Staff Category</b>       | Knowledge Exchange                                                                                                                                                           | <b>Reference No</b>  | 699971                |
| <b>Reports To</b>           | Head of Department/Institute                                                                                                                                                 | <b>Grade</b>         | 8                     |
| <b>Salary Range</b>         | £46,735 - £57,422                                                                                                                                                            | <b>Contract Type</b> | Fixed Term (9 months) |
| <b>FTE</b>                  | 0.4 (14 hours/week)                                                                                                                                                          | <b>Closing Date</b>  | 25/04/2025            |
| <b>Working Arrangements</b> | Hybrid. The standard requirement across the University is that at least three days per week (based on 1FTE) will be spent working on-site (with flexibility as appropriate). |                      |                       |
| <b>Work Location</b>        | Strathclyde Business School, Glasgow                                                                                                                                         |                      |                       |

## Job Advert

This role is for a Knowledge Exchange Fellow to work part-time (0.4 FTE) for 9 months with Professor Colin Lindsay of the Scottish Centre for Employment Research (SCER) on an impact and knowledge exchange-focused project called 'CIPD ESRC ProPEL Hub Futures'.

The aim of role is to help to deepen and strengthen an innovative partnership between Strathclyde Business School and the Chartered Institute of Personnel and Development (CIPD), to develop new professional learning resources to positively impact on the practice of people managers in areas including: employee engagement and wellbeing; conflict resolution; and effective performance management. Co-creating resources to support evidence-based practice in these areas – and extending the reach of such resources through the CIPD's extensive networks – will be crucial to the role and will deliver positive outcomes in terms of better-informed people management and therefore improved employee experience.

Specifically, the KE Fellow will work intensively with SCER and CIPD colleagues with the aim of co-creating impactful, evidence-based learning resources and networks informed by the research and KE work of the ESRC ProPEL Hub (a £2million ESRC investment led by SCER from 2020-24). The role requires knowledge of the sort of impactful, productivity-enhancing research and knowledge exchange taken forward by the ESRC ProPEL Hub, as well as excellent business-facing and networking skills. The skills required to craft online learning and knowledge exchange resources are also required.

Specific activities include:

- Developing ESRC ProPEL Hub digital learning resources. ESRC ProPEL Hub partners have engaged directly with employers and people managers to inform practice on challenges ranging from improving conflict management to supporting employees to engage in job crafting. This project will encapsulate the learnings from these ProPEL Hub interventions to build bite-size digital learning resources.
- ESRC ProPEL Hub Futures 'Sustainable Practice Action Research Community' (SPARC). The ESRC ProPEL Hub and CIPD partnered on two successful 'SPARC' events during the lifetime of the initial Hub project, bringing together HR leaders with an interest in evidence-based people management, and workplace researchers seeking to provide actionable intelligence to inform better management practice. This KE Fellow will support three additional SPARC events.

To be considered for the role, you will have a PhD in an appropriate discipline and have an appropriate Masters (or have significant relevant research and professional experience) in addition to a relevant undergraduate degree. You will have an ability to plan and organise KE projects to ensure successful completion and you will have experience of planning and organising workloads, including the ability to flag risks and issues and seek support as appropriate. You will be able to work within a team environment and to plan and deliver your own work. You will have excellent interpersonal and communication skills with the ability to present complex information in an accessible way to a range of audiences. You will have knowledge of the design and delivery of KE and impact activities in relation to key themes for the ESRC ProPEL Hub, i.e. how workplace practice can improve job quality, wellbeing, engagement and productivity.

## Job Description

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### Brief Outline of Job:

To work with SCER, Strathclyde Business School and Chartered Institute of Personnel and Development (CIPD) colleagues to develop new professional learning resources to positively impact on the practice of people managers in areas including: employee engagement and wellbeing; conflict resolution; and effective performance management. To draw on the prior work of the ESRC ProPEL Hub project, co-creating resources to support evidence-based practice – and extending the reach of such resources through the CIPD's extensive networks – to help to deliver positive outcomes in terms of better-informed people management and therefore improved employee experience.

### Main Activities/Responsibilities:

1. As part of the SCER and wider CIPD ESRC ProPEL Hub Futures team, play a lead role in the design and delivery of impact and Knowledge Exchange tasks, with guidance from senior colleagues as required.
2. Proactively plan and manage project needs and own workload, with guidance and support from colleagues as required.
3. Deliver a range of activities and online Knowledge Exchange resources based on prior learning from the ESRC ProPEL Hub project, guided by and in collaboration with members of the project team.
4. Engage with Chartered Institute of Personnel and Development (CIPD) colleagues to co-create Knowledge Exchange activities and resources and ensure their dissemination through CIPD networks.
5. Design and deliver feedback and evaluation activities that capture the impact of Knowledge Exchange work conducted as part of this project.

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6. Communicate and disseminate outputs from the ESRC PrOPEL Hub and CIPD ESRC PrOPEL Hub Futures projects.
  7. Engage in continuous professional development.
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## 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)

- E1 Good honours degree and PhD (or, exceptionally, equivalent professional experience) in appropriate discipline.
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### Experience

- E2 Knowledge exchange interests consistent with the strategic direction of the Department/School.
- E3 Excellent knowledge of Knowledge Exchange interventions focusing on job quality, Fair Work and workplace productivity issues.
- E4 Experience of developing and delivering digital learning and Knowledge Exchange resources in relevant subject areas.
- D1 Experience of engaging and collaborating with CIPD and HR professional networks.
- D2 Experience of designing and delivering impactful in-person Knowledge Exchange events.
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### Job Related Skills and Achievements

- E5 Experience of writing and/or contributing to high quality Knowledge Exchange resources.
- E6 Comfortable working as part of a project team as well as self-managing agreed project components to ensure that they are delivered to agreed timelines and quality.
- E7 Excellent stakeholder engagement, communication and presentation skills, particularly in relation to engaging with HR and people management communities.
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### Personal Attributes

- E8 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.
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## Application Procedure

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Applicants should visit Strathclyde's vacancies portal and complete an online application form including the name of 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. 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

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Formal interviews for this post will be held on Monday, 12 May 2025

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

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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 Colin Lindsay, [colin.lindsay@strath.ac.uk](mailto:colin.lindsay@strath.ac.uk)

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

## Rewards and Benefits

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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](#).

- **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.

## Pre-employment health screening

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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

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Where applicable, the successful applicant will be required to serve a 12 month probationary period.

## Pension

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

## Relocation

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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](#).

## Equality and Diversity

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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](#).

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

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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.

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.



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### Great Minds. Innovative Solutions.

The University of Strathclyde is a charitable body, registered in Scotland, number SC015263



# 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](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.

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](http://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](http://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 6.1% of pensionable salary. A threshold applies to the maximum salary that counts towards the USS Retirement Income Builder. The current threshold from 1 April 2025 is £71,484 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. Please use the following link to access information, including the USS Member Guide: <https://www.uss.co.uk/for-members/youre-a-new-joiner>. The scheme booklet is called 'Your Guide to the Universities Superannuation Scheme'.

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](mailto: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 SharePoint \(staff login required\)](#). Full information regarding USS can be found on the USS website – [www.uss.co.uk](http://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>.

## 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](http://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 2025