

JOB DESCRIPTION

Vacancy reference:	SRF43547
Post Title:	Knowledge Exchange Fellow
Grade:	Grade 7
School/Department:	Department of Food and Nutritional Sciences / School of Chemistry, Food and Pharmacy (SCFP)
Reports to:	Principal Investigator of INFORM (Dr Gemma Walton)
Responsible for:	N/A

Purpose

To facilitate collaborations, impact dissemination and influence policy relevant to the INFORM hub.

The University of Reading in collaboration with the University of Leeds have been awarded funding from BBSRC to lead an Interactive Research Hub “Investigating the role of Functional foods and beverages to improve health and recovery (INFORM)” as part of a BBSRC call for Open Research Innovation Clubs Research Hubs. The hub will run for 5 years to establish a network of academic experts and industrial stakeholders capable of providing thought leadership on how probiotics, prebiotics and plant stanols may be best used to improve mental wellbeing, sports performance, and recovery from exercise, stress and illness. The hub’s activities will include exchange of knowledge through the organisation of conferences and technical workshops, development of a web site and production of newsletters. The provision of competitive funding will support feasibility studies investigating new ideas, products and technologies that have industrial potential. The hub will be open for new members and will be dynamic in its remit. It will evolve through adopting industry trends, advances in research capabilities, government policies and regulatory frameworks.

The person we are seeking for this role will work to identify opportunities for knowledge exchange and drive impact from the INFORM hub. An understanding of functional foods research, policy and market trends is essential to help the consortium anticipate and predict developments and shape future policy. The role holder should develop collaborative relationships with stakeholders and sectors relevant to functional foods within UK, including those responsible for policy shaping and setting. It is anticipated that much of the early activity will be based around nurturing relationships between academia and industry to build collaborations likely to lead to hub relevant activities/funding bids. Communication of hub activities and strategy development are key to this position to promote the hubs activities and develop impact from outputs.

Main duties and responsibilities

The person we are seeking for this role will be expected to:

- Lead the planning of knowledge exchange delivery in partnership with hub funded projects, and their partners, identify opportunities for knowledge exchange to drive scientific impact from the program.
- Provide leadership to ensure projects work together and generate programme-level success.

- Facilitate sharing, flow of knowledge and expertise between academia and industry to generate collaborations that lead to funding bids within and external to the hub..
- Identify areas of complementarity and synergism between projects and hub members, taking forward joint activities that could benefit multiple parties. Create and take ownership of the delivery of clearly defined plans of action that cover knowledge exchange, impact, engagement and communication.
- Engage strategic discussion between funded projects, UKRI programme directors and relevant stakeholders, ensuring that proposals are actioned and developed between meetings, thus linking across academia, government departments, business and civil society organisations.
- Using a strong understanding of functional foods research, policy and market trends to anticipate and predict developments, including economic, political and social factors and how these might impact INFORM. Conversely, helping the programme to shape such developments by driving engagement and working with UKRI to ensure appropriate connections are made between the programme, end users, policy makers and policy influencers.
- Lead responses to inquiries and consultations and build on discussions with government and business to influence key stakeholders and policymaking.
- Develop and deliver a series of briefings and synthesis papers to publicise results and achievements from the programme to all stakeholders and understanding how to use demand to drive policy formation.
- Build capacity for generating impact and influencing policy to shape functional foods policy.
- Maintain communications between UKRI councils, government departments and identify opportunities to drive impact from the programme.
- Manage the liaison with investment stakeholders on an on-going basis and continually manage t expectations with team members and other stakeholders.
- Develop best practices and tools for the on-going execution of knowledge exchange beyond initial implementation and development stages.
- Work alongside academic members of the hub to identify their needs to facilitate collaboration and strengthen bonds with industry.
- Lead on developing a communication plan for INFORM, using a variety of modes [e.g. videos, parliamentary events, public events, podcast series, print media, infographics etc], as suited to the target audience.
- Act as an ambassador for INFORM.

Supervision received

The Knowledge Exchange Fellow will report to Dr Walton principal investigator of INFORM, who will provide guidance on all aspects of the duties to be carried out.

Contact

The Knowledge Exchange Fellow will liaise regularly with the co-investigator of INFORM (Prof Kieran Tuohy, University of Leeds) to update and discuss organisational and operational matters.

The Knowledge Exchange Fellow will work closely with the hub manager to maintain and develop effective strategies for communicating the hub's activities to members and relevant external organisations

Terms and conditions

The post will be appointed on a fixed-term contract for 5 years on a full-time.

This document outlines the duties expected of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.

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Date assessed: 20/12/2022

PERSON SPECIFICATION

Job Title	School/Department
Knowledge Exchange Fellow	SCFP

Criteria	Essential	Desirable
Skills Required	<ul style="list-style-type: none"> • Excellent planning, time management and organisational skills • Excellent communication skills • Good IT skills • Good interpersonal skills with an ability to work co-operatively in a multidisciplinary setting at all levels across universities, other partners and external organisations 	<ul style="list-style-type: none"> • An ability to address competing priorities and meet set deadlines • Capability of developing and maintaining excellent working relationships with people at all levels within diverse organisations
Attainment	<ul style="list-style-type: none"> • BSc in Biological or Natural Sciences 	<ul style="list-style-type: none"> • MSc in Biological or Natural Sciences • PhD in Biological or Natural Sciences • Management qualification/experience
Knowledge	<ul style="list-style-type: none"> • Demonstrable understanding of knowledge exchange theory and practice • Understanding of functional foods and key market players 	<ul style="list-style-type: none"> • Demonstrable knowledge of gut health / functional foods
Relevant Experience	<ul style="list-style-type: none"> • Experience of planning and delivering knowledge exchange activities relative to an academic area • Experience of communicating with a wide range of audiences including industrial, political, media and academic 	<ul style="list-style-type: none"> • Experience of providing leadership for impact development and providing advice to various stakeholders
Disposition	<ul style="list-style-type: none"> • Self-motivated • Reliable • Goal-focussed 	

Completed by: Gemma Walton	Date: 15/12/2022
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