

CANDIDATE PACK

Research and Knowledge Exchange Office Coordinator

Research and Knowledge Exchange Office

UNIVERSITY OF
WESTMINSTER 



OUR UNIVERSITY

Under the inspirational leadership of Professor Peter Bonfield OBE, the University of Westminster is a place where discoveries are made, barriers are broken, diversity is celebrated and where everyone is welcome. Serving more than 21,000 undergraduate, postgraduate, apprentice and executive students, our mission is to transform the lives of young people from all backgrounds. We seek to make the world a more inclusive, sustainable, better and healthier place through our educational, research and knowledge exchange endeavours.

Since our founding in 1838 we have stood out as innovators, committed to tackling social inequalities. In 2021, our University ranked 2nd in England out of more than 100 higher education institutions for social mobility. The ranking - produced by the Institute for Fiscal Studies and the Sutton Trust - compares the number of students from low-income backgrounds at universities, and the extent to which their studies helped them to move up the income ladder. Westminster has the second highest performance among universities in England.

As we focus forward to 2029, we will continue to do so in a way that is true to our progressive, compassionate and responsible values. Our education offer will be more personalised and authentic, giving students from all backgrounds an opportunity of transformative learning, helping them succeed in their studies and professional lives. Our curriculum will be employability-linked, leading to stronger outcomes and helping prepare our graduates for the world of work and for life. Our research and knowledge exchange will enable us to maximise our positive impact on societies in the UK and around the world in an environment where everyone is inspired to succeed. Our priorities of wellbeing, inclusion and sustainable development will help us as we navigate through the challenges and opportunities towards 2029.



OUR PRIORITIES

The University's 2022-2029 strategy, *Being Westminster*, sets us apart and builds on our unique history and achievements. In our University, we value social justice, moral conscience, inclusivity and equality, acting positively together to make change for good.

The University of Westminster has three priorities.

WELLBEING

Working and studying together at Westminster as a community of students and colleagues is a big part of our lives – doing so in an environment that places our wellbeing front and centre helps us to be safe and feel safe. We care for the safety, health and wellbeing of those around us as well as ourselves.

INCLUSION

All Westminster, colleagues and students are in a supportive and safe learning and working environment which is equitable, diverse and inclusive, is based on mutual respect and trust, and is a place where harassment and discrimination are not tolerated. As a responsible institution, we strive to ensure and to champion equality. As a progressive institution, we take pride in our diversity. As a compassionate institution, we commit to an inclusive culture that allows students and colleagues to reach their full potential.

SUSTAINABLE DEVELOPMENT

We take inspiration from the 17 United Nations' Sustainable Development Goals (SDGs) in how we drive our actions and activities and governance across our University. As a community, we bring together our collective energies to play our part in addressing the climate crisis and inequalities to enable a more sustainable and socially just world. We are one of the top 20 universities in the world in SDG 5 for providing equal access and supporting the academic progression of women. We are one of the top 25 universities in the world in SDG 10 tackling economic, health based and international inequalities. We are in the top 50 universities in SDG 12 for promoting resource and energy efficiency, having a sustainable infrastructure, and providing access to basic services for all.



OUR OBJECTIVES 2022-2029

Against a backdrop of a changing and challenging higher education environment, the University has recently completed a major review of its objectives and strategy, and has published its commitments for the period 2022-29.

EDUCATION

We will offer personalised and authentic education, underpinned by an inclusive curriculum, to enable all our students, from all backgrounds, to engage in transformative learning and to succeed in their studies and professional lives. We will address global, political, and social challenges through a relevant demand-led and forward-looking portfolio. We will do this by offering authentic teaching, learning and assessment modes which immerse students in the wider-world through live projects, work-based learning and global opportunities. We will invest in our people to enable all teaching colleagues to plan and deliver exceptional learning experiences and professional colleagues to offer exceptional support. Students will be empowered by working in partnership with colleagues and fellow students to shape the Westminster experience. We will develop an integrated physical and digital environment that supports excellent practical, active and collaborative learning for all our students.

RESEARCH AND KNOWLEDGE EXCHANGE

Research and knowledge exchange are fundamental to our commitment to making a positive difference to the world and transforming lives. We are committed to research in four priority areas: Diversity and Inclusion; Health Innovation and Wellbeing; Sustainable Cities and the Urban Environment; Arts, Communication and Culture. Our excellence in research and knowledge exchange will infuse our education endeavour, inspiring and equipping our students as agents of change locally as well as globally. We will continue to grow our community of PhD researchers, ensuring that the Westminster postgraduate research experience remains sector leading and the foundation for great careers. In knowledge exchange we will focus on engagement with government, business and with the public and local community. We will achieve more when we identify shared interests and build partnerships with our communities and collaborate for the public good with a clear civic purpose.

EMPLOYABILITY

We will ensure that all our students benefit from employability-led learning and purposeful engagement with employers, business and industry, to give students from every background the best possible preparation for the world of work and enable the best possible employability outcomes. We will do this through the further extension and embedding of programmes such as work-based and placement learning; the Westminster Employability Award; Westminster Working Cultures; mentoring; and student enterprise. Employability-related learning will be a core and critical part of the courses and curriculum we offer, right across the University. It will be front and centre of life at the University for students and colleagues.



A key priority will be the development of a dedicated Centre for Employability and Enterprise at 29 Marylebone Road, intended to transform our student experience and our engagement with business, industry and employers. The Centre will provide a game-changing experience through which undergraduate and postgraduate students from across Westminster will come together and practise enterprise; develop an entrepreneurial mindset and skills; access training, work, projects, business advice and mentoring; and connect directly with employers. The future-focused environment of the Centre will scale up our employability provision, helping our students to be 'fit for the future' in the most challenging of post-pandemic labour markets and economic environments. It will strengthen links between our UK-based and international employer partners and our motivated, bright, work-ready students, affording employers access to a diverse mix of people right for the needs of the contemporary workforce.

GLOBAL ENGAGEMENT

We will raise the international reputation and reach of the University, ensuring that 30% of our undergraduate community and 70% of our taught postgraduates come to us from overseas. Overseas partnerships will remain central to our global engagements. We will prioritise the outward mobility of our students to partner institutions, contributing to students' development of employability skills and competences. We will extend and deepen our Trans-National Education relationships. These partnerships, particularly that with Westminster International University in Tashkent, will move beyond franchised or validated arrangements to embrace employability, alumni-related research, CPD and knowledge exchange connections.



OUR STRUCTURE

ACADEMIC STRUCTURE

Our structure is built to deliver an enhanced learning environment, stronger and broader industrial, international and professional connections and pioneering and impactful research. The University comprises three Colleges:

Westminster Business School

- School of Organisations, Economy and Society
- School of Finance and Accounting
- School of Applied Management
- School of Management and Marketing

Design, Creative and Digital Industries

- School of Architecture and Cities
- Westminster School of Arts
- School of Computer Science and Engineering
- Westminster School of Media and Communications

Liberal Arts and Sciences

- School of Social Sciences
- Westminster Law School
- School of Humanities
- School of Life Sciences

The University Executive Board comprises:

- Vice Chancellor and President
- Deputy Vice Chancellor (Employability and Global Engagement)
- Deputy Vice Chancellor (Education and Students)
- Deputy Vice Chancellor (Research and Knowledge Exchange)
- Chief Operating Officer and University Secretary
- Three Heads of College

PROFESSIONAL SERVICES

Our Professional Services teams support the effective and professional delivery of our teaching, research and knowledge exchange and the management of student residences and sports facilities.

- Academic Registry
- Business Engagement
- Estates
- Finance and Commercial Activities
- Global Recruitment, Admissions, Marketing and Communications
- Information Systems and Support
- People, Culture and Wellbeing
- Strategy, Planning and Performance
- Student and Academic Services



JOB DESCRIPTION

Job Title: Research and Knowledge Exchange Office Coordinator

Reports to: Head of Research and Knowledge Exchange Office

Department: Research and Knowledge Exchange Office

Grade: NG4

ROLE PURPOSE

The Research and Knowledge Exchange Office Coordinator will be responsible for leading on the administrative co-ordination of the University's central Research and Knowledge Exchange Office.

PRINCIPAL ACCOUNTABILITIES

1. Work with RKEO colleagues to ensure all RKEO-led events run smoothly and seamlessly through arranging invites, catering, room bookings and supplier payments in time, working closely with colleagues in the events, catering and room booking teams.
2. Set up suppliers, arrange purchase orders and other payments to suppliers with the help of Finance and Procurement, using the Agresso Unit 4 Financial system.
3. Assist the post-award support officer, researcher development manager and collaboration support officer with processing post-award research and knowledge exchange (KE) grant transactions and internal spending in times of peak activity.
4. Monitor and triage the RKEO team Inbox, acting as first point of contact for external and internal enquiries for the team. They will also be the main point of contact for the team for general estates enquiries and building and estates management issues.
5. Provide committee support for the research and KE working groups and sub-committees such as the subcommittee for equity, diversity and inclusion.
6. Using committee servicing software Decision time, assisting the research governance officer with document management and related activities to facilitate the smooth running of research and KE committees.
7. Leading on the re-organisation and filing of the Office's SharePoint site to collate and manage records in accordance with record retention and GDPR legislation.
8. General administrative duties such as digital newsletter compilation, photocopying, filing, data entry, stationary ordering and transcription of notes may also be required from time to time.
9. Support the strategic inclusion of UN Sustainable Development Goals and Public and Community



Engagement activities as part of the University's impactful research and KE portfolio.

10. Manage activities that enhance the researcher experience and contribute proactively to the maintenance of a positive research environment and culture for all colleagues.
11. Any other duties within their competence that might reasonably be required to fulfil responsibilities of this role as directed by the line manager

CONTEXT

Our innovative research is recognised as world-leading, both inside and outside academia - 72 per cent of our research has been deemed to be world-leading (4*) or internationally excellent (3*) according to the latest REF exercise (REF 2021). Building on these excellent REF results, we are investing in and growing our professional support team for research and KE.

As an organisation, we engage with Government, businesses, charities and other third sector organisations, the public and our local communities, sharing and applying knowledge through collaborating with partners nationally and internationally. Four University-wide research and KE communities focus on building knowledge and sparking change in some of the most important areas of human activity. These communities are:

1. Arts, Communication and Culture
2. Diversity and Inclusion
3. Health Innovation and Wellbeing
4. Sustainable Cities and the Urban Environment

The Research and KE Office reports to the DVC (Research and KE) along with our Graduate School.

The Research and KE Office enables the achievement of our strategic research and KE objectives and sectoral statutory reporting on research and KE performance via the REF, the Higher Education Business and Community Interaction Survey (HE-BCIS), and the Knowledge Exchange Framework (KEF). The Research and KE Office works to deliver holistic and seamless support for colleagues and external partners and is made up of the Research Development Team, Collaboration Development Team and the Research Governance Team.

The Research and KE Office is responsible for:

1. Pre- and post-award support for all research and KE related funding bids and awards.
2. Support for key KE activities including Knowledge Transfer Partnerships, contract research, collaborative research, testing services, consultancy, and commercialisation.
3. Coordinating support for the REF, KEF and HE-BCIS returns
4. Researcher development
5. Research ethics and integrity support.
6. Maximising research impact.
7. Managing and developing aspects of the institution's research information system, the Virtual Research Environment.



8. Strategic and operational support for the institution's four research and KE communities.

The post holder will work collegiately and collaboratively across the University and externally to enable the implementation of the University's strategy Being Westminster (2022 - 2029) and the Research and Knowledge Exchange Strategy Making a Difference (2022 - 2029) in all that they do. They will align themselves with the University's progressive, compassionate and responsible values which underpin the University's approach to championing and supporting equality, diversity and inclusion.

All roles in the Research and KE Office work collaboratively across the unit and the University to ensure that colleagues and external partners receive a high-quality service. This includes providing cover for short-term absences and peaks in activity from time to time and modelling integrated team working.

The post is full time and based in the West End, London but the post holder may be expected to work at any of the University sites as required. We have a Smart Working approach that allows for some off-site working; it is expected that the post holder will be onsite for an average of two days per week at a minimum. Other arrangements are subject to agreement through our Flexible Working Policy and Procedure. Events and activities may be organised across all campuses and may occasionally require the post-holder to work unsociable hours.

The University requires all post holders to have an understanding of individual health and safety responsibilities and an awareness of the risks in the work environment, together with their potential impact on both individual work and that of others.

DIMENSIONS

1. The Research and Knowledge Exchange Office Coordinator will be part of the Research and KE Office team and will undertake bespoke projects and responsibilities as appropriate.
2. The post holder will report into the Head of the Research and Knowledge Exchange Office
3. The role has no line management responsibilities.
4. The role carries no budget oversight

KEY RELATIONSHIPS

1. RKEO colleagues
2. Finance Business Partners
3. Research Finance team
4. Procurement team
5. ISS
6. Estates team
7. Research and KE Community Leads, Research Centres and Institute
8. Governance, Compliance and Risk team
9. Research Environment and Scholarly Communications team



PERSON SPECIFICATION

QUALIFICATIONS

Essential

- Educated to A level standard or equivalent experience.

Desirable

- Degree or equivalent level of experience.

TRAINING AND EXPERIENCE

Essential

- Strong administration experience within a large/complex organisation which has included general office duties such as dealing
- Good experience in processing financial transactions such as raising purchase orders, processing invoices etc.
- Experience of secretarial service to committees and note-taking
- Good events management and co-ordination experience
- Strong experience of using standard Microsoft Office software programmes and packages such as Outlook, Word, Excel and Forms

Desirable

- Strong admin experience within the Higher Education sector
- Experience of using Agresso, Unit 4 systems
- Familiarity with committee-servicing software such as Decision Time or Diligent

- Events evaluation and improvement skills
- Familiarity with other research information and management systems such as Cayuse, ResearchFish and Research Professional

APTITUDES, ABILITIES AND PERSONAL ATTRIBUTES

Essential

- Excellent attention to detail, and ability to organise and prioritise work.
- Excellent oral and written communication skills.
- Self motivated, with a proactive approach to problem solving
- Ability to understand and anticipate stakeholder needs and plan for these and/ or prompt senior leaders.
- Detail-oriented
- Efficient and Reliable
- Compassionate
- Fully committed to creating a stimulating learning and working environment which is supportive and fair, based on mutual respect and trust, and in which harassment and discrimination are neither tolerated nor acceptable.
- Must exemplify University values



HOW TO APPLY

To apply for this vacancy, please visit our [vacancies page](#) where you will be able to download our application form template. You will then be requested to complete a quick registration before being able to upload completed application form and any supporting documentation.

Applications should include:

- A concise statement in support (ideally no longer than two pages), addressing the criteria in the Person Specification and motivation for applying.
- You may also include an up to date curriculum vitae;
- names and contact details of two referees (although referees will only be approached at offer stage).

The deadline for receipt of applications is midnight on 07 October 2024

Interviews will take place on 22 October 2024.

An appointment will be made subject to proof of eligibility to work in the UK and satisfactory references being obtained.

At the University of Westminster, diversity, inclusion and equality of opportunity are at the core of how we engage with students, colleagues, applicants, visitors and all our stakeholders.

We are fully committed to enabling a supportive and safe learning and working environment which is equitable, diverse and inclusive, is based on mutual respect and trust, and in which harassment and discrimination are neither tolerated nor acceptable.

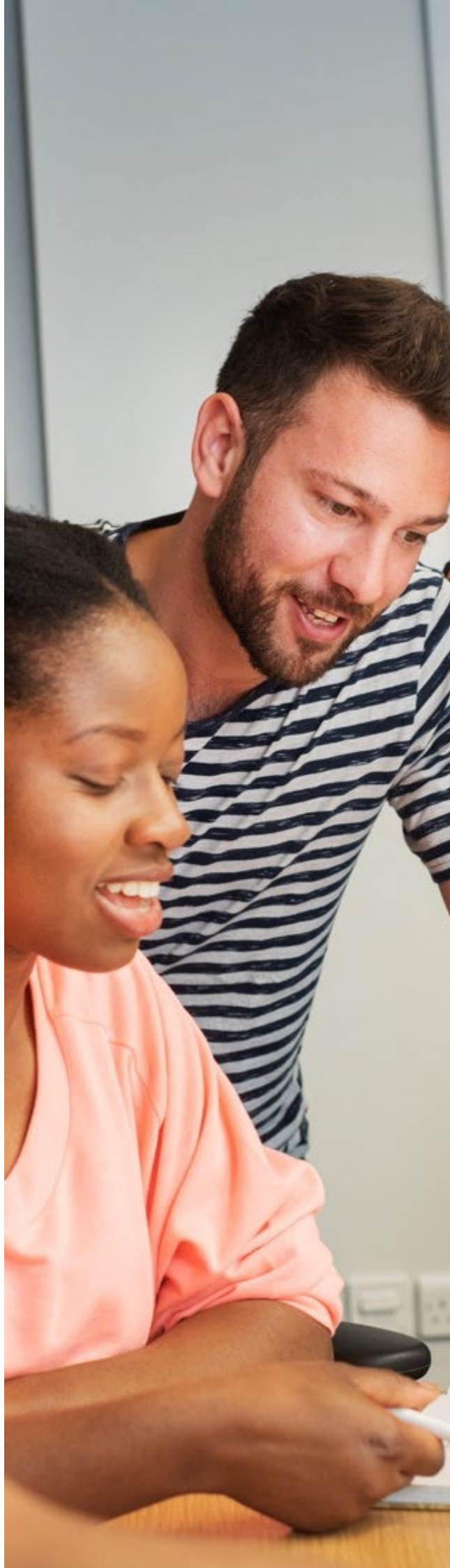
The University has adopted Smart Working principles to support and further our Equality, Diversity and Inclusion aims of being an inclusive, collaborative and flexible employer. Further details of Smart Working can be discussed at interview stage.



OUR BENEFITS

The University offers a range of wellbeing and work-life balance benefits to recognise and reward the essential contribution our colleagues make to success and growth. Our benefits are inclusive for colleagues of all backgrounds including LGBTQ+ colleagues, disabled colleagues, pregnant colleagues, parents and carers, as well as colleagues of all genders, age, ethnicities, nationalities, religion and beliefs, and marriage and civil partnership status.

- 35 days annual leave per year, plus bank/national holidays and University of Westminster closure days (pro-rata for part-time staff).
- A generous occupational pension scheme.
- Annual incremental progression and/or cost of living reviews.
- Generous maternity, paternity and adoption leave.
- Flexible working and smart working.
- Learning and development opportunities.
- Free membership rates for a wide range of sporting facilities, including gyms at Regent Street and Harrow campuses, as well as the Chiswick Sports Ground.
- Employee assistance programme.
- The opportunity to participate in other attractive employee benefit schemes such as Cycle to Work, Eye Care Vouchers, Season Ticket Loans, and Give As You Earn.





[westminster.ac.uk](https://www.westminster.ac.uk)

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