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| Last updated: | 01.12.2022 |

**JOB DESCRIPTION**

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| Post Title: | **Knowledge Exchange Officer** |
| Standard Occupation Code: (UKVI SOC CODE) | 2119 - Natural and social science professional |
| School/Department: | Mathematical Sciences |
| Faculty: | Social Sciences |
| Career Pathway: | Education, Research and Enterprise (ERE) | Level: | 5 (0.6-1 FTE) |
| \*ERE category: | Enterprise pathway |
| Posts responsible to: | Head of School, Mathematical SciencesDirector of the Centre for Operational Research, Management Science and Information Systems (CORMSIS) |
| Posts responsible for: | None |
| Post base: | Office-based (see job hazard analysis) |

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| Job purpose |
| To form and develop links and partnerships with external organizations that are potential users of Operational Research and Management Science (OR/MS) through different events and targeting new collaborators within the UK and internationally. The expected outcome of such links and partnerships will include acquiring MSc dissertation project placements; obtaining MSc/PhD studentships from organizations; generating collaborative research contracts as well as strengthening and gathering new partnerships for existing projects and consultancy opportunities. The post holder will also deliver education within Mathematical Sciences at the undergraduate or postgraduate level. Additional tasks involve representing CORMSIS in academic community events attracting potential students, such as the Career Day organized by the Operational Research Society and supporting sponsorship activities for events organized by CORMSIS such as prize giving for best MSc dissertations.Depending on the FTE of the post, the post holder will also support industrial placements for students through the School of Mathematical Sciences, acting as contact for summer placements for undergraduates and industrial placements for PhD students; deliver educational training sessions to undergraduate project students in Mathematical Sciences on presenting mathematical results and working with industrial partners, work with external partners and academic staff in Mathematical Sciences on consultancy and continuing professional development opportunities, and develop and carry out an area of personal research by sustaining a personal research plan.  |

| Key accountabilities/primary responsibilities | % Time |
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|  | Acquire enough industrial-based student projects for the summer placements on the MSc programmes within CORMSIS each year; projects should be oriented towards the interests of CORMSIS academics, should have a well-defined project brief, and should have realistic deliverables for a 3-month MSc project. This responsibility is shared with the corresponding postholder at Southampton Business School. | 30% |
|  | Contribute to the educational provision of Mathematical Sciences at the undergraduate and postgraduate levels. | 25% |
|  | Develop and carry out an area of personal research by sustaining a personal research plan. Disseminate research findings in peer-reviewed journals, and present results at conferences and other outreach activities. | 15% |
|  | Manage and coordinate a programme of enterprise engagement across the wider span of the School of Mathematical Sciences, working with senior colleagues (HoS, DHoS, Heads of Groups). Work with external organisations to develop opportunities for consultancy, research student placements and joint projects | 10% |
|  | Liaise with external organizations and academics to develop opportunities for academics in CORMSIS (and beyond where appropriate) to undertake collaborative research and consultancy. This activity involves in-depth knowledge of the areas of research of academics in CORMSIS.  | 5% |
|  | Assist in coordinating student recruitment visits by companies that use OR/MS as well as organized by external societies such as The Operational Research Society. Assist in organizing company seminar series for the CORMSIS MSc programmes. Membership of the CORMSIS Business Advisory Board. | 5% |
|  | Attend and participate in relevant university committees, as well as national committees and working groups. Monitor and ensure effective management of assets and budgets allocated as part of the role. Contribute to business planning of Enterprise activities within the school and faculty. | 5% |
|  | Any other duties as allocated by the line manager following consultation with the post holder. | 5% |

| Internal and external relationships |
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| Internal: Director of CORMSIS and all other academic members of CORMSIS, including PhD and MSc students; the other CORMSIS industrial liaison officer; all academic members of Southampton Business School and Mathematical Sciences; the Heads of the two Schools; the Associate Deans (Enterprise) in the Faculty of Social Sciences; the placement officers in the Faculty; staff in Research & Innovation ServicesExternal: organizations that use operational research and management science, as well as mathematical sciences more broadly, and seeking new relationships with organizations that might benefit from the use of expertise from Mathematical Sciences and Southampton Business School |

| Special Requirements |
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**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge, and experience | PhD or equivalent professional qualifications and experience in operational research, management science, data analytics or related area.Track record of working with companies on projects and consultancy.  | PhD in operational research, management science, data analytics or related areaMembership in a relevant professional body, such as the OR SocietyExperience working with recent graduates and supporting their professional development Experience teaching at the undergraduate and/or postgraduate levelsProven research track record. | CV, Application Form and Interview |
| Planning and organising | Proven ability to organise a range of high-quality consultancy activities to deadlines and quality standards.Proven ability to develop innovative consultancy proposals and attract partnerships/funding. |  | CV, Application Form, and Interview |
| Problem-solving and initiative | Able to identify broad trends to assess deep-rooted and complex issuesAble to apply originality in modifying existing approaches to solve problems |  | CV, Application Form, and Interview |
| Management and teamwork | Able to manage, motivate and coordinate immediate team, delegating effectively. Able to formulate staff development plans, if appropriateAble to undertake a coordinating role in School/Department/universityAble to monitor and manage resources and budgetsWork effectively in a team, understanding the strengths and weaknesses of others to help teamwork development |  | CV, Application Form, and Interview |
| Communicating and influencing | Communicate new and complex information effectively, both verbally and in writing, engaging the interest and enthusiasm of the target audienceTrack record of presenting results at meetings and conferencesAble to persuade and influence at all levels to foster and maintain relationshipsAble to resolve tensions/difficulties as they arise Able to provide expert guidance to colleagues in own team, other work areas and institutions to develop understanding and resolve complex problems |  | CV, Application Form, and Interview |
| Other skills and behaviours | Compliance-relevant Health & Safety issuesPositive attitude to colleagues and students |  | Application Form and Interview |
| Special requirements | Able to attend national and international meetings and conferences |  | Interview |

**JOB HAZARD ANALYSIS**

**Is this an office-based post?**

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| [x]  Yes | If this post is an office-based job with routine office hazards (e.g.: use of VDU), no further information needs to be supplied. Do not complete the section below. |
| [ ]  No | If this post is not office-based or has some hazards other than routine office (e.g.: more than use of VDU) please complete the analysis below.Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder. |

## - HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

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| **ENVIRONMENTAL EXPOSURES** | **Occasionally** (<30% of the time) | **Frequently**(30-60% of the time) | **Constantly**(> 60% of the time) |
| Outside work  |  |  |  |
| Extremes of temperature (e.g.: fridge/ furnace) |  |  |  |
| ## Potential for exposure to body fluids |  |  |  |
| ## Noise (greater than 80 dba - 8 hrs twa) |  |  |  |
| ## Exposure to hazardous substances (e.g.: solvents, liquids, dust, fumes, biohazards). Specify below: |  |  |  |
| Frequent hand washing |  |  |  |
| Ionising radiation  |  |  |  |
| **EQUIPMENT/TOOLS/MACHINES USED** |
| ## Food handling  |  |  |  |
| ## Driving university vehicles (e.g.: car/van/LGV/PCV)  |  |  |  |
| ## Use of latex gloves (prohibited unless specific clinical necessity) |  |  |  |
| ## Vibrating tools (e.g.: strimmers, hammer drill, lawnmowers)  |  |  |  |
| **PHYSICAL ABILITIES** |
| Load manual handling |  |  |  |
| Repetitive crouching/kneeling/stooping |  |  |  |
| Repetitive pulling/pushing |  |  |  |
| Repetitive lifting |  |  |  |
| Standing for prolonged periods |  |  |  |
| Repetitive climbing (i.e.: steps, stools, ladders, stairs) |  |  |  |
| Fine motor grips (e.g.: pipetting) |  |  |  |
| Gross motor grips |  |  |  |
| Repetitive reaching below shoulder height |  |  |  |
| Repetitive reaching at shoulder height |  |  |  |
| Repetitive reaching above shoulder height |  |  |  |
| **PSYCHOSOCIAL ISSUES** |
| Face to face contact with public |  |  |  |
| Lone working |  |  |  |
| ## Shift work/night work/on call duties  |  |  |  |