Role: Knowledge Transfer Partnerships (KTP) Associate

Contract Type: Fixed term, externally funded

Reports to: Specialist Advisor (KTP)

KTP Associate Role Summary:

Normally based at the business/organisation, responsible for managing the KTP Project and delivering against the agreed objectives. To maximise the benefits of the Partnership to the business/organisation, academics and University, whilst enhancing their own personal and professional development.

Key Objectives of this project:

- Undertake a thorough familiarisation with Alan Harper Composites' operations and technology; develop a comprehensive understanding regarding all aspects of the composite repair environment.
- Accumulate the fundamental project knowledge and understanding regarding the technical and chemical processes during the prepreg, vacuum membrane, heating and curing stages.
- Confirm detailed market definition, size, areas, customers, supply chain, operating conditions and industry regulations and prepare sales plan and business strategy.
- Develop the solution through a planned process of testing and trials to perfect the combination of technologies and provide a range of generic demonstration kits.
- Design finalisation for the new kit and consumable pack. Prepare for mass production/ manufacture.
- Support sales of the new kits and prepreg consumable packs within the UK, Europe and planned expansion to further world markets.
- Plan production expansion and requirements for in-house prepreg production.
- Full project documentation, academic publications, guest lectures and delivery of training to embed knowledge.

Key Accountabilities:

- To undertake the work-plan as agreed in the KTP proposal and as agreed by the Local Management Committee.
In collaboration with the project team, ensure that knowledge transfer is delivered between the business/organisation and Plymouth University.

To maintain and present project management documentation (including a Gantt chart) in order to manage the KTP Project effectively.

To maintain on-going effective communication channels with academic and company supervisors.

To organise and lead monthly Project Team meetings.

To actively contribute to the 4-monthly Local Management Committee meetings. To provide a written executive summary to the members and formally present a project update with proposals for future plans during the meetings.

To identify additional resources and to highlight risks, seeking guidance and assistance as required meeting project needs and objectives.

To collaborate in the development of academic papers, case studies and PR opportunities as agreed with the project team.

To be responsible for planning own personal and professional development including maintenance of a Personal Development Plan.

To participate in development and promotional events such as presenting and exhibiting at a KTP Regional Seminar or Faculty research seminar.

To maintain an on-going benefits register for the Partnership and to compile a detailed final report at the end of the KTP Project for external evaluation.

At all times to act as an ambassador for Plymouth University and Knowledge Transfer Partnerships. To identify further collaboration opportunities between the business/organisation and Plymouth University.

All staff are responsible for ensuring compliance with University and Faculty/Departmental Health & Safety requirements and regulations.

All staff are required to ensure that they apply the University’s Equal Opportunities Policy in their general conduct.

All staff are responsible for carrying out appropriate communication and information sharing.

**Special requirements:**

- Requirement to travel to support the needs of the KTP Project and own personal development.
- A requirement to comply with the standards that apply at the business/organisation including medical checks.
- Required to attend residential training modules.

**Person Specification**

**Knowledge, Education & Training:**

**Essential:**

- Minimum 2:1 BSc (Hons) in Mechanical Engineering or Materials Science
- Knowledge and experience of working with composite materials

**Desirable:**

- A relevant post-graduate qualification
- Competent in the use of mechanical engineering testing equipment
- Competent in composites processing, control, and mechanical testing.
- Excellent verbal and written communication skills
- A vision to take the system to market;
A passion for creating solutions with a positive attitude to change
Excellent analytical skills and an informed, evidence-based approach
Relevant industrial experience such as a placement year

Skills & Personal Qualities:

**Essential:**

- Ability to communicate complex concepts requiring a GCSE in English or equivalent (e.g. International English Qualification IELTS score 6.5 or TOEIC score 600)
- Good interpersonal and well developed negotiation skills
- The ability to contribute to a team effort
- A logical and methodical approach to problem solving
- An inquisitive mind
- Ability to report results clearly, methodically and concisely

**Desirable:**

- Self-starter, highly motivated, and willing to take the project lead
- The ability to learn quickly

**University of Plymouth Behaviours:**

- Demonstrates Self-Leadership
- Develops self and others to deliver
- Leads and operates in times of change and ambiguity
- Builds and secures value from relationships
- Drives innovation and action
- Creates and contributes to a shared vision
- Uses sound business judgement

*This job description provides a general reflection of the key accountabilities associated with the post, it is expected that the role holder will undertake any other reasonable activities to assist in efficient service delivery*