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business and the professions

Knowledge Exchange Manager

UKPRP Violence, Health and Society Consortium

Violence and Society Centre

School of Arts and Social Sciences

School of Health Sciences

City Law School

[Violence and Society Centre](#)

September 2021



Role Profile	
Post:	Knowledge Exchange Manager
Department:	Violence and Society Centre
School:	School of Arts and Social Sciences School of Health Sciences City Law School
Grade:	7
Tenure:	Permanent, Full-Time, funding confirmed from 1 October 2021 – 30 September 2026
Responsible to:	Centre Manager

Context

The Violence and Society Centre, City, University of London, directed by Professor Sylvia Walby OBE, is an interdisciplinary research centre supported by University and external funds. The UKRI/MRC/PRP has awarded £7m to a Consortium led by Professor Walby to research 'Violence, health and society' (2021-2026). The Consortium includes academic partners in Kings College London, University College London, Lancaster University, University of Bristol and Warwick University, and engages with multiple public and Third Sector professionals and practitioners who generate data, as well as with national and international governmental bodies that use data.

The aim of the Consortium is to improve the measurement of violence to support the investigation of causal pathways, to develop a theory of change, and to evaluate interventions, in order to reduce the violence that harms health. Analysis of gender and other inequalities is mainstreamed throughout the work. The Consortium draws on multiple disciplines across the social and health sciences, including sociology, criminology, health and economics. The interdisciplinary research centre is supported by City, University of London, across the three Schools of Arts and Social Sciences, City Law School and the School of Health Sciences.

Job Purpose

The purpose of this role is to optimise the impact of the research to reduce violence by engaging multiple stakeholders. They will help to develop existing links and develop new ones. Our stakeholders include organisations and professionals that generate data (e.g. Third Sector domestic violence services; national survey organisations, police, solicitors), those that use data (including governmental and parliamentary bodies), as well as wider publics (who care about reducing violence). The Knowledge Exchange Manager will be comfortable helping academics to translate their data into accessible, accurate forms for non-academic audiences. They will have a key role in developing and consolidating pathways to impact and developing the public engagement part of the Consortium's communications strategy. As part of the core management team, the Knowledge Exchange Manager will support efficient internal communication within the Consortium.

Main Responsibilities

- Establish pathways for knowledge exchange with multiple, mixed user/academic networks, building on the Centre's existing relationships with key non-academic users such as government departments, policy bodies, Third Sector, police, national and international bodies to support the academic/user dyads and networks of the Centre/Consortium.
- Working with the Director and relevant academic leads, develop relationships with data producers and data users who provide the major data sets for analysis within the consortium
- Lead on/contribute to annual and ad hoc reports of Centre activities both internally (e.g., to central University bodies, Advisory Board) and externally, e.g., to UKPRP government and policy units, specialised services, public)
- Work alongside the Centre's academics to organise knowledge exchange events such as workshops, briefings, conferences
- Contribute to the Consortium's impact strategy: collect and record relevant information for developing Impact Case Studies, annual Impact and Engagement reports to UKPRP
- Contribute to the development and implementation of a multi-media communications strategy including the development of social media channels, mailing list and the Centre's website(s).

- Provide expert subject matter input and advice to influence and refresh the Centre's knowledge exchange strategy, and communicate this to academics and relevant colleagues so that it can be implemented and evaluated, and with due regard to the procedures needed for the security and regulation of sensitive data.

Additional information

- The post holder must at all times carry out their responsibilities with due regard to City, University of London's Equal Opportunities Statement.
- The post holder must accept responsibility for ensuring that the policies and procedures relating to Health and Safety in the workplace are adhered to at all times.
- The post holder must respect the confidentiality of data stored electronically and by other means in line with General Data Protection Regulation 2018 (GDPR) the Data Protection Act 2018.
- The post holder must carry out their responsibilities with due regard to the non-smoking environment of City, University of London.
- Sustainable Development
City, University of London is committed to a policy of best practice to assist in building a sustainable way of life by taking a positive, solutions-orientated approach. All post holders are encouraged to contribute through their roles to improving the environment for City and the wider community.

Details of policy, information and staff development supporting the policy on the environment and sustainability can be found at www.city.ac.uk/green-policies.

The above list is not exclusive or exhaustive and the post holder will be required to undertake such duties as may reasonably be expected within the scope and grading of the post. All members of staff are required to be professional, co-operative and flexible in line with the needs of the post, Department, School and City, University of London.

Job descriptions should be regularly reviewed and at least prior to the annual appraisal, if applicable or on a regular basis to ensure they are an accurate representation of the post.

Equality, Diversity and Inclusion Statement (EDI)

City, University of London is committed to promoting equality, diversity and inclusion in all its activities, processes, and culture, for our whole community, including staff, students and visitors.

We welcome applications regardless of gender, sexual orientation, disability, marital status, race, nationality, ethnic origin, religion or social class. For more information on our approaches to encouraging an inclusive environment, please see our [Equality, Diversity and Inclusion Pages](#).

Candidate Specification

Post:	Knowledge Exchange Manager
Department:	UKRI Violence, Health and Society Consortium
School:	Violence and Society Centre School of Arts and Social Sciences School of Health Sciences City Law School
Grade:	G7
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Criteria	Essential (E) / Desirable (D)	Method of Assessment (Application (A) / Interview (I) Exercise (E))
Qualifications and Knowledge		
Educated to first degree level or equivalent	E	A
Numeracy and facility with social or health data	E	A/I/E
Experience		
Experience of knowledge exchange in a research focussed organisation (HE, government, Third sector)	E	A/I
Experience of producing statistical and narrative reports for multiple audiences	E	A/
Experience of marketing and/or event organisation in higher education and knowledge exchange and impact contexts	E	A/I
Skills and Abilities		
Excellent oral, written and digital communication skills. Demonstrated ability to communicate numerical data in accessible, accurate forms for non-academic audiences. Good IT skills including data manipulation, presentation and preparation of clear and engaging reports and presentations.	E	A/I/E
Project management, time management and organisational skills.	E	A/I
Good networking skills and demonstrated ability to interpret funder impact and knowledge exchange frameworks and guidelines and communicate these to members of the Consortium, academic and Third sector	E	A/I

Salary and conditions of service

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