

A photograph of a historic stone building with a large arched entrance. The building has a mix of brick and stone, with some windows featuring leaded glass. In the foreground, there are lush green trees and bushes, some with small red berries. A yellow text box is overlaid on the left side of the image.

**NORWICH  
UNIVERSITY  
OF THE ARTS**

**Research & Knowledge  
Exchange Project  
Officer (Institutes)**

[norwichuni.ac.uk](http://norwichuni.ac.uk)



We are one of the great British art schools: a specialist creative arts university that draws on 175 years of history, with our focus on the future and the role of creativity in addressing global challenges and opportunities.



For further information on Norwich University of the Arts and our Community please visit [www.norwichuni.ac.uk](http://www.norwichuni.ac.uk)

We celebrate diversity and believe it to be at the core of any creative endeavour. Whatever your background, identity and prior experience, wherever you are from, we want you to bring your whole self to work each day, in an environment that recognises your unique contribution.

In choosing to work at Norwich University of the Arts, you will join a community of creative academics, technicians and professional experts who are committed to delivering exceptional Creative Arts Education, Research and Knowledge Exchange. You will work in a stimulating and critically engaged workplace, where the creativity of all our students will develop because of your commitment.

We are renowned for our teaching quality. We have been awarded Gold in the Teaching Excellence Framework (TEF) with the highest possible rating. We are the only creative arts and design university with a triple gold TEF rating.

We are in the Top 10 for Teaching Quality in the 2022 Sunday Times Good University Guide. We are the highest climber in the Complete University Guide 2023 – the highest-ranked specialist creative arts university outside London and were named University of the Year for Student Retention by the Sunday Times 2020 Good University Guide for the support we offer from pre-enrolment to post-graduation.

You will work in the heart of Norwich. We are proud of our award-winning campus, which has played a pivotal role in regenerating an exciting quarter of the city.

Our 21st century teaching spaces and workshops are housed in renovated buildings with Medieval, Victorian and Edwardian heritage. Norwich University of the Arts won the Outstanding Estates Strategy Award at the 2018 Times Higher Leadership and Management Awards.

In support of its new Strategy, the University has recently acquired a new building in the heart of Norwich. Bank Plain, a former bank, is an additional 37,000 sq. ft of space and an ambitious commitment to being a high profile, civic university championing the creative arts.

Ninety-four per cent of our graduates are in work or further study six months after graduation, and Norwich University of the Arts won a Guardian University Award for Employability and Entrepreneurship in 2019 for our innovative 'gamification' of careers advice. You will find our graduates in key positions across and beyond the creative sector and industries.

There are of course Oscar nominees and BAFTA winners, but also rising stars who are honoured across the creative industries: from D&AD Pencil winners, to emerging fine artists, photographers and fashion designers.

We understand that making career choices requires careful consideration. We hope that as you learn about us you will be inspired by our ambitions for the future.

**Professor Simon Ofield-Kerr,  
Vice-Chancellor**



## Committed to equality and valuing diversity

Norwich University of the Arts is committed to being an inclusive community that offers equality of opportunity and enables our staff and students to flourish and succeed, regardless of their background or personal circumstances.

Our commitment to equality, diversity and inclusion is embedded in everything that we do. We celebrate the diversity of our backgrounds, cultures and actions, promoting art and design as a catalyst of social change.

As such, we are champions for the creative arts; empowering all of our students to be valued and productive members of society, with ambitions to change the world.





A BA (Hons) Film and Moving image Production student setting up in the Sir John Hurt Film Studio

Situated in the historic city centre of Norwich, with an impressive estate that encompasses both historic buildings and brand-new state of the art facilities, the University is a vibrant community that forms the beating heart of the city and region's arts and cultural worlds.

**Research & Knowledge Exchange  
Project Officer (Institutes)**

Full-time

37 hours per week

8:45am-5pm, Monday to Friday

**Salary:**

From £27,344 to £31,387 per annum,  
rising to between £27,644 to £31,637  
per annum from 1<sup>st</sup> March 2025.

**Closing date for applications:**

26<sup>th</sup> February 2025

**Interviews will be held on:**

31<sup>st</sup> March 2025

We are looking for a proactive, enthusiastic and highly motivated person who has excellent organisational skills, to focus primarily on the successful planning and delivery of projects within the Research & Knowledge Exchange team.

The vacancy involves working with many people in different roles at the university as well as with external partners and the wider community. You should enjoy team working and using your initiative and be an excellent all-round communicator.

Candidates need to be experienced in project management and to be able to work to multiple deadlines and produce work of a high standard of accuracy.

You will have the opportunity for autonomy in your role as well as being a key member of our small and friendly team. You will be joining at an exciting time when we are expanding what we do.

Applications are invited from candidates who have experience in this type of role or of this sector, and in particular from candidates who enjoy working in a fast-paced, stimulating and creative environment.







## Job Description

# Research & Knowledge Exchange Project Officer (Institutes)

Reporting to: Senior Research  
Administrator

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## Job Purpose

- The postholder will work within the Research & Knowledge Exchange Support Office to deliver administrative support with a focus on the planning, costing, and development of Research and Knowledge Exchange projects and activities aligned to the Research and Knowledge Exchange Institutes.
- The focus of the role is to support the development and establishment of the Institutes and ensure that associated Research and Knowledge Exchange projects, are planned, managed and delivered effectively. The postholder will work closely with the Institute Directors to coordinate with internal and external partners to support and achieve the objectives of the University's Research and Knowledge Exchange Strategy and the associated Institutes.
- The post will involve working closely with the Institute Directors and across multiple levels within the University (Finance, Contracts, Research Services, Estates, East Gallery, Human Resources) as well as with academics across the university and external organisations.





## Main Responsibilities

- To administer and project manage Research and Knowledge Exchange projects and research institute business, working closely with the Research and Knowledge Exchange Institute Directors
- To ensure that the delivery of Research and Knowledge Exchange project timetables, targets and outcomes are effectively planned and executed
- To work with the Dean and Directors of Research and Knowledge Exchange Institute, to co-ordinate and plan projects, as required
- To liaise with external partners in the planning and delivery of Research and Knowledge Exchange projects
- To support academic staff within the Institutes to develop grant application opportunities, project planning skills and maximising social, economic and cultural impact
- To monitor the financial management of Research and Knowledge Exchange projects, as directed
- To contribute to the reporting of progress and outcome of Research and Knowledge Exchange projects
- To work with the University's Research and Knowledge Exchange Support office, providing the highest possible level of service and standards
- To perform such duties consistent with your position as a Research and Knowledge Exchange Project Officer that may from time to time be assigned to you by your line manager





# Person Specification

## Essential

- Educated to degree level (or equivalent qualification or relevant professional experience).
- A track record of successful project management, preferably within a Higher Education environment.
- Strong organisational and problem-solving skills.
- Experience of working in specialised teams with external partners in the delivery of high-quality professional services that deliver positive outcomes.
- Ability to communicate clearly and persuasively complex material in a clear and concise way to a diverse range of internal and external audiences.
- Ability to clarify, plan and prioritise own work to achieve objectives to the standards expected, including proactively working with others to achieve individual and team objectives.
- Positive and flexible team worker who possesses excellent organisational skills including time management.
- Ability to use initiative and make independent decisions within the confines of role responsibilities.

## Desirable

- Experience of working in Art and Design or the creative and cultural industries.
- An interest and enthusiasm for contemporary art, design and culture.



# Further Information

## Equality, Diversity and Inclusion

It is important that our University community supports our policy on equality, diversity and inclusion and that each of us reflects this in the way that we work.

## Health and Safety

We are all responsible for helping to make the University a safe and healthy place to work and study, ensuring that we are compliant with our Health and Safety Policy.

## Policies and Procedures

We should keep up to date with the University's policies and processes which are usually available on our intranet, reflecting these in the way that we work.

## Staff Development

Our performance and development activities include appraisal and development reviews, participation in learning and development, and a personal responsibility to maintain our own subject knowledge.

## Confidentiality

We must maintain appropriate confidentiality in relation to our work and that of the University.

## Variation to Job Description

We may vary your duties and responsibilities outlined in the job description to reflect the changing needs of the University.





# General Information

## Terms and Conditions of Appointment

On appointment, you will receive a full statement of terms and conditions for your role.

## Duties

Your duties and responsibilities are outlined in the job description

## Starting Date

This post is offered on an indefinite basis to commence as soon as you are available.

## Hours of Work

The standard hours of work are 37 hours per week.

## Salary

This post is on an incremental salary scale. The salary for this post is Grade 5, which is from £27,344 to £31,387 per annum, rising to between £27,644 to £31,637 per annum from 1st March 2025.

## Annual Leave

Your annual leave entitlement will be 26 days per annum on appointment, rising to 28 days per annum between 3 and 5 years of service, and 30 days per annum after 5 years of service by the commencement of the annual leave year, plus 8 statutory days (pro rata). In addition, the University may grant 4 or 5 concessionary days leave per year when the University is closed.

## Pension

Employees have the benefit of joining the Local Government Pension Scheme, a defined benefit pension scheme which builds up a pension on a "Career Average" salary basis to which the University currently contributes an additional 25.3%.

As a member of the scheme, you would be provided with a secure future retirement income, independent of share prices and stock market fluctuations. There is also cover in the event of early retirement on the grounds of permanent ill-health, redundancy or business efficiency. Plus you have the option, on retirement, to exchange part of your pension for some tax-free cash.

From the moment you join, the benefits of the pension scheme also include life cover and family benefits for partners and children in the event of your death.

As a member of the Local Government Pension Scheme you have the security of these valuable benefits at a relatively low cost to you. You can find out more about the pension scheme by visiting the Norfolk Pension Fund website at <https://www.norfolkpensionfund.org>

## Interview Expenses

Reasonable travel and incidental expenses will be reimbursed when agreed in advance in line with the University's Candidate Interview Expenses Guidelines which are available on request.

## Offers of Employment

All provisional offers of employment are subject to evidence of eligibility to work in the UK, verification of qualifications, satisfactory references and medical assessment process.

If you are unsure of your right to work in the UK you can use the Gov.uk visa checking tool to establish your eligibility and options relating to visas.

Please be aware that all visa routes have their own eligibility criteria and not all roles/applicants will be eligible for sponsorship under the Skilled Worker visa route

## Referees

References will not normally be taken up unless a provisional offer of employment is made. All offers of employment are subject to receipt of satisfactory references covering current or most recent employment and the past three years of work.



Students in the control room of The Sir  
John Hurt Film Studio in Boardman House



# Application and Recruitment Process

## Job Description and Person Specification

Within this pack you will find the job description and person specification for the post for your consideration before you complete your application form.

The Job Description provides information about the main duties and responsibilities for the position. It also explains the purpose of the post.

The Person Specification sets out the experience, skills, abilities and characteristics to perform the duties in the job description.

We recognise that candidates may sometimes not meet all of our requirements. If you like what you've seen so far, we would still like to hear from you.

## Application Form

We ask that applicants complete the application form in full and as clearly as possible.

You may, if you wish, submit a CV with your application form. However, we are unable to accept CVs without a fully completed application form.

The application form is the first stage in the recruitment and selection process and is a key element in being short-listed for an interview and the possible offer of a job.

## Equal Opportunities Monitoring

As part of our commitment to equality, diversity and inclusion, we monitor the diversity of our workforce and applicants to help us review the effectiveness of our policies and procedures.

To help us with this, we ask that you complete the Equal Opportunities Monitoring section of the application form.

## Submission of Application Form

Please submit your completed application and EDI forms to [jobs@norwichuni.ac.uk](mailto:jobs@norwichuni.ac.uk)

Please note that we can only accept forms in either PDF or DOC format.

The closing date for this vacancy is:  
9am on 26<sup>th</sup> February 2025

We regret we are unable to accept late applications.

## Interview Arrangements

Interviews will normally be held on campus.

We will be in touch to let you know if you are shortlisted for interview.

The date of the interview will be:  
31<sup>st</sup> March 2025

Due to the high volume of applications we receive we are unable to provide you with feedback.

If you are shortlisted, we will ask you to provide us with evidence of your eligibility to work in the UK.

We would like to take this opportunity to thank you for your interest in this position and wish you success with your application.

If you have any queries regarding any aspect of the recruitment and selection process, please contact the Human Resources Team by emailing [jobs@norwichuni.ac.uk](mailto:jobs@norwichuni.ac.uk).



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