

Knowledge Valorisation Officer

Goal

To initiate and organise support and advice with respect to research, education, the provision of social services and/or knowledge exploitation and/or to acquire, coordinate and monitor the execution of knowledge and research questions as well as to participate in wide-ranging policy development with respect to knowledge valorisation in line with the institution's philosophy and the knowledge valorisation and/or acquisition policy defined, with a view to stimulating cooperation between the university and the business sector, regional or otherwise, and/or government; to market knowledge, skills and technology and thereby strengthening the position of the institution as well as boosting its image.

Context

Reports to/receives hierarchical guidelines from one of the following officials:

- Service Department Director
- Head of Department
- Business Developer

RESULTAREAS			
Main activity	Frame	Result	Activity
1. Policy			
To initiate and develop policy proposals on knowledge valorisation and research funding.	Policy and philosophy of the institution Education and research programme	Contribution to a uniform and consistent execution of the policy and the attainment of the policy objectives	<ul style="list-style-type: none"> - Observing, monitoring and analysing internal and external developments in the education and/or research programme concerned - Participating in national and institution-based consultative bodies - Participating in policy preparation meetings in the department or elsewhere - Submitting proposals for new policy development - Developing support materials such as model agreements and manuals
2. Acquisition			
To discuss matters pertaining to research and education with prospective clients from the business community, government organisations, the institution or other knowledge institutions	Formulated knowledge valorisation and/or acquisition policy	Insight into the issue at hand and the associated opportunities for the institution	<ul style="list-style-type: none"> - Analysing the research question - Collecting information to clarify the research question if necessary - Assessing the extent to which the research question can be addressed by the institution itself - Assessing the extent to which the research question corresponds with the philosophy and strategy of the institution - Coordinating with experts regarding the importance of the research question to science and/or the institution
3. Placing assignment			
To search for the relevant expertise pertaining to a research question, forward research questions to research groups within or outside the institution, or refer the client to an external organisation	Research programme and acquisition policy of the institution and/or faculties	Optimum transfer of the question pertaining to research or education to the most suitable expert/university staff member/team	<ul style="list-style-type: none"> - Approaching prospective experts at or outside the institution who may be able to address the research question - Informing experts/university staff member about the question - Providing advice about the type of service that can be provided - Organising orientation meetings between clients and experts - Referring clients to other institutions or commercial consultancy agencies
4. Process Management (variant)			
To advise and supervise university staff member(s) and other parties on the structure and progress of the research project	Project proposal manual, guidelines	Contribution made to the optimum progress of the project and insight gained into ongoing projects	<ul style="list-style-type: none"> - Providing support in the drawing up of project proposals - Acting as an advisor when drawing up contracts, setting conditions and determining margins - Identifying bottlenecks and submitting improvement proposals - Discussing the structure of the project with the staff involved - Establishing a sounding board group for the term of the project if necessary - Monitoring the progress of the project

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5. Information and Communication			
To inform researchers, lecturers, staff concerned and prospective clients about the available options in the area of knowledge valorisation	Established guidelines and frequencies	Informed and involved researchers/staff and prospective clients as well as a heightened sense of involvement with the work carried out by the knowledge valorisation department	<ul style="list-style-type: none"> - Organising information meetings and participating in fairs and exhibits - Cooperating on a national valorisation network - Informing researchers/staff about specific options in the area of knowledge valorisation and acquisition - Writing articles to be published in, for example, the university newspaper, on the work of and the possibilities provided by the department - Publishing brochures about the services provided by the department - Compiling user manuals on the services provided by the department
6. Grants/funds			
To remain informed about the availability of grants and funds in the Netherlands and abroad as well as to inform interested parties of the possibilities offered by such grants and funds and to assist them in drawing up the actual applications	<p>Frameworks provided by organisation and research</p> <p>Formats for grant applications</p>	Contribution to income derived from grants for researchers of the institution	<ul style="list-style-type: none"> - Keeping abreast of developments as regards available grants and funds - Posting notices in the institution's own newsletter/university newspaper about available grants - Informing researchers about concrete subsidy options - Supporting researchers in applying for subsidies (in terms of the requisite procedures, financially) and in the rekenaart administrative tasks - Developing and providing courses on grant acquisition - Acting as an intermediary between the researcher and grant organisation should problems arise - Writing to grant organisations
7. Patents			
To facilitate patent applications for the institution	<p>Patent laws and regulations</p> <p>Consultation with (prospective) patentee</p>	Contribution to the acquisition of income for the institution as well as the promotion of knowledge transfer as regards patenting	<ul style="list-style-type: none"> - Supporting university staff in assessing the patenting potential of research results - Supporting the institution in applying for patents - Engaging external patent consultants - Providing courses in collaborating with patent organisations
8. Business development (variant)			
To provide support in starting up new businesses affiliated with the institution and/or assume co-responsibility for their management	Collaboration with the institution's holding company	Contribution to business development as a spin-off of the institution's research	<ul style="list-style-type: none"> - Searching for business development opportunities - Continuing the development of identified business cases - Preparing and conducting the transfer of those cases to an enterprise

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9. Account management			
To develop and manage contacts and/or partnerships with other organisations within and outside the institution with a view to exploring new opportunities and/or following market trends and coordinating activities	Knowledge valorisation or acquisition policy	Contribution to building strategic relationships between, on the one hand, the institution and, on the other, industry and other institutions in the area of knowledge valorisation/acquisition and/or a contribution to additional research assignments/research funding	<ul style="list-style-type: none"> - Keeping abreast of developments concerning partnerships - Defining new opportunities with industrial partners - Clustering individual projects - Creating portals (collaborative partnerships between multiple parties with the institution acting as coordinator) - Acting as an intermediary for (large) partners - Informing researchers on opportunities for collaboration - Approaching prospective contacts within or outside the institution (e.g. other valorisation points, patent agencies) - Co-developing formal collaborative partnerships - Analysing partnership opportunities with existing and prospective contacts - Representing the institution in national and international subsidy and/or patent networks
10. Management Information			
To monitor, measure and record the department's activities	Established parameters Formulated objectives	Management information for the Board and the department	<ul style="list-style-type: none"> - Developing parameters to measure the department's performance - Keeping records of the department's activities - Keeping records of running projects in the area of knowledge valorisation/acquisition - Drawing up the annual report (independently or otherwise)
11. Coordination of work (variant)			
To coordinate the work to be performed by the department staff (and third parties)	Authorities and guidelines	Promotion of effective, efficient and high-quality performance of work	<ul style="list-style-type: none"> - Informing staff of the desired objectives and results - Providing directions and instructions about methods and procedures to be employed - Drawing up, independently or otherwise, schedules and coordinating days off - Co-evaluate the results and supervise and facilitate the timely and appropriate qualitative and quantitative progress of the work and/or assignments - Resolving or reporting any problems encountered that staff cannot or are not permitted to resolve - Supervise outsourced work.
12. Coaching (variant)			
To coach and provide professional guidance to less experienced colleagues	Own discipline/field	Promotion of the professional expertise/development of colleagues	<ul style="list-style-type: none"> - Providing feedback to less experienced colleagues - Providing new or less experienced colleagues with information on (new) processes or working methods - Acting as a source of information for other colleagues in respect of operational and professional problems - Transferring professional knowledge and knowledge of processes to new or less experienced colleagues

Ranking criteria Knowledge Valorisation Officer

Function level Ranking criteria	Knowledge Valorisation Officer 1	Knowledge Valorisation Officer 2	Knowledge Valorisation Officer 3	Knowledge Valorisation Officer 4
Policy	<p>Draws up policies with respect to research finding and knowledge valorisation.</p> <p>Policy is intended for the medium to long term and has a definite impact on closely related disciplines and on disciplines with an overarching and unifying character for the institution</p>	<p>Draws up policies with respect to research funding and knowledge valorisation.</p> <p>Policy is intended for the medium to long term and has a definite impact on closely related disciplines.</p>	<p>Makes proposals for improvement and provides support in the drawing up medium and long-term policy documents</p> <p>Proposals for improvement have only a limited impact on related disciplines and are primarily aimed at processes and procedures within the department.</p>	<p>Provides feedback about new policies to be developed and identifies new policy areas</p> <p>Proposals for improvement have only a limited impact on related disciplines and are primarily aimed at processes and procedures within the department.</p>
Acquisition	Analyses complex or sensitive client queries, subsequently defines these queries and describes the ensuing project.	Analyses complex or sensitive client queries, subsequently defines these queries and describes the ensuing project.	Analyses complex or sensitive client queries, subsequently defines the relenaart problems and describes the ensuing project in broad terms.	Responds to simple client queries and forwards these to researchers of the relenaart research groups.
Process management	<p>Advises and directs relenaart parties on the structure and organisation of projects and supervises their execution.</p> <p>Carries out administrative tasks for projects and acts as an intermediary between various stakeholders.</p>	<p>Advises relenaart parties on the structure and organisation of projects and supervises their execution.</p> <p>Carries out administrative tasks for projects and acts as an intermediary between various stakeholders.</p>	Monitors the performance of projects, identifies bottlenecks and subsequently proposes improvements.	not applicable
Business Development	Is co-responsible for the business development of national and international cases that involve fairly major (financial) interests and a large number of internal, national and international partners.	Independently coordinates the business development of large case projects or of parts of large cases.	Coordinates the business development of small cases or of delineated components of larger cases in consultation with the head of the department	Provides support to business development
Coordination of work and coaching	<p>Coordinates the work of staff affiliated with a department or a project.</p> <p>Provides professional support and supervision to colleagues.</p>	<p>Coordinates the work of department staff.</p> <p>Provides professional support and supervision to colleagues.</p>	Provides professional support and supervision to colleagues.	not applicable

Ranking Rules Knowledge Valorisation Officer

- Knowledge Valorisation Officer 4 applies if at least all criteria described for Knowledge Valorisation Officer 4 are met
- Knowledge Valorisation Officer 3 applies if at least 4 of the 5 criteria are met as described for Knowledge Valorisation Officer 3
- Knowledge Valorisation Officer 2 applies if at least 4 of the 5 criteria are met as described for Knowledge Valorisation Officer 2
- Knowledge Valorisation Officer 1 applies if all criteria described for Knowledge Valorisation Officer 1 are met