



Solutions and Innovation Associate (Knowledge Transfer Partnership)

Job specification, October 2025

Job description

Employment status and working hours

Fixed term for up to 24 months, full time.

Full time hours with UKGBC will be 37.5 per week, with the standard working pattern from 09:00 to 17:30 Monday to Friday.

You must have the legal right to work in the UK; applicants requiring permission to work in the U.K may be eligible to apply for the Global Talent Visa route. Further information can be found on the Home Office website.

Place of work flexibility

Your time will be split between the UKGBC's office in London (The Building Centre, 26 Store Street, London, WC1E 7BT) and your home*. The exact split of days/hours is negotiable, but it is envisaged you will work a minimum of **three working days each week** in UKGBC's office.

*Working from home is only possible if your environment is suitable.

You will occasionally be required to attend the Horizons office in Reading and dates will be provided to you in advance.

Organisation structure

Your line manager at the University will be Richard Davies, Senior Lecturer, with support from Graeme Larsen, Associate Dean – Sustainability.

High level summary of job role

In collaboration with UK Green Building Council (UKGBC), the University of the Built Environment has been awarded a Knowledge Transfer Partnership (KTP) project grant. The project's aim is to develop new services to support with scaling of sustainable solutions in the built environment. Many solutions exist (from innovative materials and digital platforms to business and financial models) but they are not scaling at the pace required. The services developed as part of the KTP will support firms, enhance collaboration, build industry capacity, and overcome barriers to scaling. Please refer to Appendix 1 for more information on UKGBC, University of the Built Environment, and the KTP itself.

As the Solutions and Innovation Associate, you be responsible for running and managing this 24-month programme of research, design and implementation. This is an exciting opportunity for the right candidate to become a key player within a leading sustainability charity, to develop new ways to support sustainable transformation in the built environment. By exploring real-world innovation journeys and engaging UKGBC's extensive network, you will gain broad exposure to the sector and have the opportunity to generate sector-wide actionable insights. You will manage the project and deliver project outputs supported by experienced staff from both UKGBC and the University.

As part of the KTP, the University and UKGBC will fully support your learning and growth, which includes a development budget of up to £2,000 per annum.

Specific job role accountabilities and responsibilities

- Drive forward the delivery of the KTP project to ensure successful outputs and outcomes.
- Produce and contribute to project outputs (including reports, presentations, system diagrams, innovation journey maps, potential case studies, and academic publications).
- Design, conduct and analyse desktop and case study research of sustainable innovation journeys.
- Assist and occasionally lead (where agreed) in the design and running of meetings, events and workshops with a variety of stakeholders (including the KTP project team and UKGBC members).
- Develop recommendations for industry and policy stakeholders.
- Explore and develop business models for new UKGBC mission-aligned services to support innovation scaling and adoption, and upskill relevant UKGBC teams.
- Design and conduct pilot testing/validation of new services and recommendations.
- Develop business case and service delivery model for sustained operations beyond project close.
- Engage with, and where relevant support UKGBC teams (including Membership, Communications and Learning & Leadership) in delivering outputs and activities relevant to the KTP.

Other important features of the job role

- Line management responsibilities: None.
- Budget responsibility: You won't be a budget holder, but you will need to manage the use of allocated project funds to achieve project objectives.
- In this role you will liaise with the following: University Academic and Research teams; University Marketing, Communications and Brand team; various UKGBC teams and programmes (Solutions & Innovation; Advancing Net Zero; Resilience, Resource Use and Nature; Membership; Communications; Learning & Leadership); external UKGBC Member organisations and their representatives.

Person specification

X in the table below indicates whether the person requirement is essential or desirable, plus how the requirement will be assessed during the selection process:

A = Application; I = Interview; T = Test.

Qualifications and training	Essential	Desirable	A	I	T
Degree level qualification (2:1 classification or above) relevant to a key area of the project	X		X		
<i>Please be aware that as part of onboarding processes, we will seek original documentary evidence of the relevant academic and/or professional qualifications which you include within your job application.</i>					
Previous experience	Essential	Desirable	A	I	T
Experience in one or more of the following areas: Built environment, Sustainability, Innovation, Business and delivery models, Project management	X		X	X	
Organisational research, analysis and reporting for either academic or commercial/industrial purposes	X		X	X	
Design and facilitation of workshops		X	X	X	
Consulting service design		X	X	X	
Skills, knowledge, and aptitudes	Essential	Desirable	A	I	T
Digital skills confidence: We use MS Office which includes Teams, Outlook, Word, Excel, and PowerPoint and several other systems/technology	X		X	X	X
Ability to clearly present your work and ideas to others, in writing, presentations and verbally	X		X	X	
Efficient project management, time management, planning and organisational skills; ability to manage a varied workload	X		X	X	
Ability to work individually and as part of a team	X		X	X	
Strong attention to detail	X		X	X	
Ability to adapt to new systems and processes quickly		X	X	X	
Analytical/problem solving capability to support decision making		X	X	X	
Other requirements or special requirements	Essential	Desirable	A	I	T
Alignment to the University's core values of Passion, Integrity, Excellence and Support; all employees are expected to demonstrate our values at work: https://www.ube.ac.uk/work-for-us/join-the-team/	X			X	

Alignment to UKGBC's mission to radically improve the sustainability of the built environment; and our values of empowerment, boldness, understanding, curiosity, humility and proactivity. Additionally, an attitude of inclusion, and honesty and integrity as standard	X		X	X	
Commitment to delivering positive outcomes for our students; we want our students to be successful	X			X	
You must be prepared to undertake mandatory online training should you be appointed including Data Protection, Health and Safety, Safeguarding, Prevent, and EDI	X			X	
Business travel for meetings, site/office visits and events in the UK		X		X	

Pay and benefits

- Salary range £36,000 to £45,000 per annum, dependent on experience.
- 28 days paid holiday **plus** paid bank/public holidays **plus** three paid closure days (typically between Christmas and New Year); all per holiday year Full Time Equivalent.
- Pensions auto-enrolment to the People's Pension which is a default salary sacrifice scheme. You may opt out of salary sacrifice but remain in the scheme, or you may choose to opt out altogether.
- Policies in place for all types of family-friendly statutory leave with enhanced pay available from day one of employment for some leave types.
- Wellbeing support and full access to the Employee Assistance Programme, as well as the Thrive Mental Wellbeing app. Several employees are trained Mental Health First Aiders and can support staff.
- Cycle to Work and Electric Vehicle salary sacrifice schemes and access to Tax-Free Childcare (Government scheme).
- For Horizons based roles, we may in the future be able to offer parking on site however you must not assume this will be possible. Every now and then we may have a spare parking space become available and you can ask to join the waiting list. The University is keen wherever possible, to encourage staff to commute as sustainably as possible.
- Life assurance (death in service) cover.
- Employer-funded Health Cash Plan (Simplyhealth) and voluntary dental insurance (Unum).
- Charity giving options available including one voluntary paid day, per annum.
- As a University of the Built Environment employee you will have access to Microsoft Office 365 applications for personal use. You will also have access to range of lifestyle discounts (savings on everyday purchases) and access to learning platforms.
- On the Join the team page of our website, you will find the full list of employee benefits.

Application process

How to apply

All job applications must be sent to **recruitment@ube.ac.uk** and if you apply via a jobs board, please make sure you have sent all required documents otherwise we will be unable to consider your application. If you apply on the recommendation of an existing University of the Built Environment employee, please make sure to mention their name within your application. A **complete** job application consists of the following:

1. An up to date curriculum vitae.
2. A covering letter or email message outlining your suitability for the role.
3. A completed Recruitment Check Form which is available from the current job vacancies page of our website.

We are committed to driving forward our sustainability agenda to secure a sustainable future and our long-term ambition is to be the world's most sustainable University. We recommend you visit our website to find out more about our Sustainability Strategy:

<https://www.ube.ac.uk/sustainability/>

Informal discussion / Other enquiries

If you are unsure whether to apply, perhaps because you do not meet all essential criteria, we encourage you to call the hiring manager to discuss this further (details below). If you are excited by this vacancy do not rule yourself out; it still might be worth applying. For an informal discussion about the role please contact Richard Davies on 0118 467 2256 or email r.davies@ube.ac.uk. For any other enquiries please contact HR on 0118 467 2454 / 2433 or email recruitment@ube.ac.uk

Closing date and next steps

We will receive applications until the advert closes on **Monday 10 November 2025 at 17:00**. We will not consider late applications. HR will screen all applications in person and all applicants will receive a response confirming the status of their application. We value the time taken to make a job application and the interest shown in the University. Applications may be reviewed prior to the closing date and occasionally, you may be invited to interview ahead of the closing date.

Interview details

Dates for interview will be advised to you later in the process. Please indicate on your Recruitment Check Form any dates you cannot make, up to 4 weeks from the closing date; this helps us to plan interviews should you be shortlisted, prior to contacting you.

Interviews are normally carried out over Microsoft Teams or Zoom. Depending on the job role and place of work, your interview may be carried out in-person. Please be prepared for a two-stage interview process, held on different dates. As part of the interview process, you will likely meet a member of the Senior Leadership Team.

Note for internal candidates

If you are an existing University of the Built Environment employee, we request you inform your current line manager of your intention to apply for this role. As this is a fixed term role, if you were (in the future) to be offered and accept this role, it would mean relinquishing your contractual permanent employment status with University of the Built Environment. Following the expiry of the fixed term period, your employment with the University would cease, unless an alternative role is secured. If instead you would like to apply for this role on the basis of it being a secondment (i.e. not relinquishing your permanent status), please discuss this with your current line manager. Only your line manager can consider and agree to a secondment because this impacts the resourcing in your current team. Please contact HR if you or your line manager need to discuss this further.

Note to recruitment agencies

We are **not** using agencies for this vacancy, and we cannot accept any candidate submissions. Please do not contact us as we can only repeat this message.

Equality, diversity, and inclusion

Here at University of the Built Environment we champion equality, diversity, and inclusion in our workforce. We celebrate diversity and the strengths it brings to our staff body, our student community and our Board of Trustees, recognising that people are key to our success. Our aim is to attract, develop and retain a diverse workforce, therefore we welcome and encourage applications from all backgrounds.

Pre-employment checks

University of the Built Environment undertakes thorough pre-employment screening as part of its recruitment process. Given we have contracts with Government offices, we make sure our checks comply with the Baseline Personnel Security Standard (BPSS). Checks will include identity, right to work, basic disclosure criminal record check, and three years of employment history.

Attachment: Homeworking

We are a flexible employer and flexibility is built into our different place of work options. As such, it is reasonable to ask employees to adhere to some general principles, requirements, and conditions when working from home. Flexibility must offer value to both you and the University.

General principles

- You must undertake an online Display Screen Equipment (DSE) assessment and repeat this at such intervals as may be instructed by the Facilities Management Team. The purpose of this is to look after your health and safety at work. You will be asked to provide a photo of your home workstation setup.
- You must adhere to our IT Security and Data Protection policies at all times.
- You must be accessible to colleagues during your normal working hours and keep your Outlook Calendar up to date.
- Line managers are expected to be accessible to their team during working hours.

Requirements and conditions

- When working from home, this must be within the United Kingdom for UK employees.
- Your homeworking environment must be suitable and professional at all times. It must be private and confidential to you, free from interruptions and noise, and away from other household members.
- You must have sufficient space on your home workstation in which to safely and securely house the technology and equipment required for your work. It must not be accessible to any other household member at any time. It is not appropriate to work from a sofa or other location which is not in keeping with presenting a professional work environment. Opting to use the blurring function on Teams/Zoom is not an acceptable workaround.
- You must provide, at your own cost, a secure and reliable internet connection which allows you to work as effectively as if you were in the office; this includes undertaking video and audio calls and connecting permanently to the VPN.
- In the case of known broadband outage you should plan to work at the Horizons office or elsewhere, noting that elsewhere must still meet the place of work requirements. Should you be unable to do either of these options, you will be required to take holiday. In the event of unexpected outage, you should discuss with your line manager whether you need to find an alternative place of work or take holiday.
- If you do not have space to accommodate these requirements or your circumstances change, you are not permitted to work from home and need to consult your line manager and HR.

Appendix 1

UK Green Building Council

UK Green Building Council is the industry network with a mission to radically transform the built environment in the face of the climate and ecological crises. We champion bold government action and convene the ambitious sections of industry to drive progress at pace and scale. We are multi-disciplinary team of 35 passionate and skilled people from across the UK with a London office hub. As a green charity, we prize our welcoming and inclusive work culture with wellbeing and professional development at its heart.

University of the Built Environment

University of the Built Environment is a leading provider of higher education within the built environment industry, with the vision to become the world's most sustainable university. We are an online learning pioneer, with talented academics, experienced industry practitioners, and digital learning designers working side by side, to deliver an excellent learning experience that is accessible and supportive to all. Our ambition is to lead the way in sustainability, shaping the future of the built environment for generations to come by integrating sustainability into all of our actions.

Knowledge Transfer Partnerships (KTPs)

KTPs are unique collaborative partnerships between businesses or not for profit organisations, and universities. The sharing of knowledge and expertise between academic research and industry expertise is enabled through the recruitment and placement of a graduate/post-graduate known as the KTP Associate.

As the KTP Associate in this partnership, you will lead the project with full support from your supervisors at both UKGBC and the University, whilst also receiving expert coaching and mentoring by an experienced Adviser from the UK's Innovation Agency, Innovate UK.

More information about the KTP program, and case studies of previous projects, can be found on the Innovate UK – Knowledge Transfer Partnership website (iuk-ktp.org.uk).