

KTP Associate Role Profile

Job Title:	BioScience Research Innovator (KTP Associate, Butternut Box)
Business Partner / University School	Butternut Box and the University of Surrey's School of Veterinary Medicine
Based at:	Butternut Box , Westworks, 195 Wood Lane, London, W12 7FQ

Job Summary and Purpose:

The University of Surrey in collaboration with Butternut Box, seeks a technically brilliant research scientist to lead a groundbreaking Knowledge Transfer Partnership (KTP) project in accordance with a pre-defined programme of works.

About KTP:

The KTP program isn't just a graduate recruitment scheme; it's a springboard to a thriving career in industry. This unique program empowers graduates and postgraduates (the Associate) to seamlessly transition to a dynamic business environment. You'll tackle meaningful, real-world challenges from day one, driving innovation and creating positive impact. The Associate gains valuable expertise through business-based training and a dedicated professional development budget. It provides an opportunity to develop essential skills like leadership and project management.

KTP Projects are a powerful three-way partnership between you (the Associate), a leading **university** (Knowledge Base) and a cutting-edge company (Business Partner). This fosters knowledge sharing, innovation, and mutual learning creating a truly enriching experience.

The KTP project is co-funded by Innovate UK and the Business Partner. You'll be employed by the University of Surrey but will be based at the Business Partner's location, working alongside key company personnel, with ongoing support from university academics. The KTP project is a fixed-term contract for 33-months with the **potential for permanent employment** with the business partner at the end of the KTP.

A bit about Butternut Box:

At Butternut, we put the food back into dog food. We believe dogs deserve to eat the healthiest, most natural, and tastiest food with none of the nasties. That's why we make freshly prepared dog food. Cooked like you would at home.

As a B-Corp certified company; you can be sure you are joining a sustainable company who care about our people, product and our impact on the environment.

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Our goal is to help dogs live healthier, happier and longer lives whilst leaving humans smiling after every interaction. We've come a long way since our co-founders (Kev & Dave) hand-delivered the first Butternut Box, we now feed a lot of dogs across the UK and Europe - but we want to feed dogs everywhere. And to do this, we need a team of brilliant people who share that ambition to come and work with us.

Combining an academic challenge and emerging industry interests, it's an exceptionally exciting time to join in a rapidly internationalising, high growth group.

Main Responsibilities/Activities

The Associate will be tasked to investigate the impact of diet on the health of dogs. As the project manager, the Associate will have ownership of the project while working side by side with Butternut Box and the University of Surrey's School of Veterinary Medicine whose experienced teams will provide comprehensive support. The Associate will play a crucial role in fostering knowledge exchange and integration between the business partner and the University of Surrey.

This project aims to embed methodologies incorporating a range of multi-omic biomarkers and measures of health and welfare to demonstrate the nutritional benefits for Fresh dog food, to drive category growth and market share.

In doing so, Butternut Box will achieve:

- i) An embedded methodology for producing comparative nutritional data to derive evidence of health benefits for marketing purposes including sufficient knowledge to outsource a sub-set of analyses.
- ii) Evidence-based data to present to vets in formats such as published papers, industry journals and congress speaking sessions.
- iii) Embed new knowledge and expertise into the business by closing trial design and scientific writing skills gaps.

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Person Specification

The post holder profile:

- High competency written and spoken English at a technical level (e.g. IELTS 7.0 or a degree qualification from a majority English-speaking country)
- Aptitude for science, embracing new ideas and concepts whilst bridging the gap between academia and industry.
- Project management: Ability to lead a strategic project, presenting insights in clear reports, and translating complex biological concepts for non-technical audiences.
- Excellent communication skills to effectively engage with diverse stakeholders from various backgrounds, including technical, business, policy, scientific fields.
- Proven self-starter - given the breadth of the role, we are not expecting you to have all the answers but leaning on your strong foundational knowledge and knowing where to look will be key.

Relationships and Contacts

As an integral member of the University of Surrey's KTP team, the Associate will collaborate closely with both university academics and the business partner Supervisor. This will involve building a project team and maintaining regular communication with the University's KTP Office. Weekly meetings (both online and on-site at the Business Partner's location) will ensure ongoing engagement with the academic team.

The role offers valuable networking opportunities with other KTP Associates. Additionally, the Associate will have the chance to interact closely with professionals from the business partner and their clients who may provide valuable feedback on the project's direction and progress.

Internal Relationships

- KTP Office
- Business Partner KTP delivery team
- Academic KTP delivery team
- Other University of Surrey Staff and Students
- Other Company Staff
- Lots of office dogs (Ajax, Brio, Basil, Chorizo, Lenny, Jasper, Peggy, Pip & many more....)

External Relationships

- Innovate UK Business Connect - KT Adviser.
- Other KTP Associates.
- Business Partner's Clients.

This is not an exhaustive list of every relationship the post holder has but is a brief description of those that play an important part in the post holder successfully carrying out the role.

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Special Requirements

Based at the Business Partner site, the KTP Associate:

- must be willing to undertake further development, as approximately **10%** of their working hours should be **dedicated to training and development**.
- will be required to travel to the University of Surrey, and occasionally more widely.

As a university employee, all KTP Associates are expected to:

- Undertake such other duties within the scope of the KTP as may be requested by their Supervisors or Line Manager.
- Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University of Surrey Equal Opportunities policy.
- Follow the Business Partner's policies and working practices at all times to ensure that no disclosure of confidential information results from their actions.
- Follow University/School/Department policies and working practices at all times to ensure that no disclosure of confidential information results from their actions.
- Ensure they are aware of and abide by all relevant University / Business Partner / KTP regulations and policies relevant to their role.
- Help maintain a safe working environment by:
 - Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand
- Following local codes of safe working practices and the University of Surrey Health and Safety Policy
- Be a team-player, supportive of colleagues and always operating in a collegiate manner.

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Addendum

This document provides additional information relating to both specific aspects of the post/faculty and any post specific person specification criteria. The information contained within this document should always be read in conjunction with the accompanying generic Role Profile.

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Background Information

The working hours, annual leave, and holiday entitlement are those of the Business Partner.

The standard working hours of Butternut Box are 39 hours per week. The standard hours are 09:00-18:00 Monday to Thursday, 09:00-1700 Friday with a one-hour break for lunch.

Butternut Box have a Hybrid working model, offering flexible working hours and work from home options. The core office days are Monday, Wednesday and Thursday (varies by team/step level). There are remote first periods where there is no obligation to be in the office during set weeks of the year, however you may still need to travel to stakeholders across the UK:

- Easter: (2 weeks) e.g. 1st April - 12th April 2024
- Summer: (4 weeks) e.g. 5th August - 30th August 2024
- Winter: (2 weeks) e.g. 23rd December- 3rd January 2025

The annual leave entitlement is 25 days per annum (plus UK public holidays) and an additional day for every year of service (up to 5 days). The holiday year runs from 1st January to 31st December.

12th July - Butternut Get Together (still a working day/annual leave day for those not attending).

Other KTP benefits to expect from Butternut Box include coworking office space, Discounted gym access through MyGymDiscounts, and Potential to secure a permanent job with the business at the end of the KTP.

Please also see <https://butternutbox.com> and <https://www.ktp-uk.org>

Benefits to expect from the University of Surrey include a generous pension, cycle-to-work scheme, season ticket loans. Access to a wide range of courses under the Learning & Development Programme; library access

Benefits to expect from the KTP Programme include the opportunity to gain professional qualifications or a higher degree. Access to academic support and the University's facilities to help deliver the KTP project.

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Person Specification	
<p>This section describes the sum total of knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role. This is in addition to the criteria contained within the accompanying generic Role Profile.</p>	
	Essential/ Desirable
Ideally a postgraduate degree in a biological science or healthcare economics or other related field with a strong research focus.	E
Experience in R (bioinformatics), advanced Excel, Data Visualisation, evidence-based research.	E
High competency written and spoken English at a technical level (e.g. IELTS 7.0 or a degree qualification from a majority English-speaking country)	E
Ability to focus on the strategic issues without getting lost in the detail; translate technical requirements into layman’s language.	E
Project management/Business Acumen: Ability to lead a strategic project, presenting insights in clear reports, and translating complex biological concepts for non-technical audiences.	E
Strong attention to detail leading to a structured, logical approach to experimental design; accurate record keeping and professional reporting.	E
Proven self-starter - given the breadth of the role, we are not expecting you to have all the answers but leaning on your strong foundational knowledge and knowing where to look will be key.	E
A love for all things dogs.	E
Enthusiasm for the scientific process, embracing new ideas and concepts whilst bridging the gap between academia/industry preserving the interests of both.	D
Strong interpersonal skills: ability to communicate effectively and work with diverse stakeholders from various backgrounds, including technical, business, policy, scientific fields.	D
Special Requirements	Essential/ Desirable
A clear understanding of the Business Partner where you will be based; and of the KTP program - how KTP works with business and the University, and the vital role the KTP Associate will play.	E
Ability to absorb knowledge and further develop skills during the KTP to complement those skills already in place.	E

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Key Responsibilities

This document is not designed to be a list of all tasks undertaken but an outline record of any faculty/post specific responsibilities (5 to 8 maximum). This should be read in conjunction with those contained within the accompanying generic Role Profile.

1. Lead and deliver an innovative project, bringing the University academics and the Business Partner together.
2. Complete literature reviews
3. Developing an understanding the UK and European Petfood Industry and the positioning of the Business in terms of a SWOT analysis to contextual-ise the challenge being addressed by the feed study.
4. Developing an exploratory study and feed trial designs and obtain ethical approval.
5. Participant recruitment and sample collection and analysis.
6. Analysis of Multi-omics.
7. Bioinformatics and inferential statistics.
8. Dissemination and exploitation of study and trials outcomes.
9. Embed new knowledge in both the Business Partner and the University.

N.B. The above list is not exhaustive.