university
of the arts
london
ual:
london college
of fashion

JOB DESCRIPTION AND PERSON SPECIFICATION	
Job Title: Research Team Coordinator	**Accountable to**: Team Manager Research
Contract Length: Permanent **Hours per week/FTE**: 1 FTE	**Weeks per year**: 52
Salary:	**Grade**: 4
College/Service: London College of Fashion, Research Department	**Location**: 20 John Princes Street, London, W1G 0BJ

Purpose of Role:

To work independently and as a member of the LCF Research Admin Team providing a highly professional, academic, student and customer-focused, quality service.

The role will support delivery of College Research activity as determined by the Associate Dean Research (ADR), and directly support the Team Manager Research and Special Projects Manager on a broad range of research activities, and line manage a research admin post (G3).

Reporting to the Team Manager Research the post will ensure an effective and efficient administrative service is in place, supporting research activities and ensuring all administration activities across the Research department are resourced appropriately.

Duties and Responsibilities:

To provide comprehensive administrative and information support to the ADR, Team Manager Research and Special Projects Manager in delivering research based projects, events and activities, ensuring the accuracy, quality and timeliness of tasks undertaken.

To develop and cultivate an interface with the School Deans and Associate Deans, School Research Coordinators, Research academics aligned to each of the schools. In addition to supporting Research Centres, Lab and Hub activity as appropriate.

To introduce and maintain effective reporting and monitoring strategies for Research Department activities keeping appropriate managers informed. Reporting activities include: Annual monitoring report; Research student spreadsheet; Academic workload planner; International engagement; and related database development.

To be fully conversant with finance systems (i.e. ABW or similar) and student data management systems (i.e. SITS or similar).

To be highly numerate and have experience of financial processes and procedures, assisting the Team Manager Research with financial tasks as required to include; supporting budget management, forecasts and monitoring processes, coordinating the processing of internal funding expenditure, expense claims and credit card receipts.

To work with the Team Manager Research, and UAL central departments (RMA) to support: annual research student interviews; monitor student progress; tracking supervision teams; and related tasks as required.

Support Visiting Academic applications, processes and oversee practical arrangements.

To coordinate and oversee the organising of internal and external facing event, support costings and related expenditure for: conferences, Hub events, workshops, seminars, symposia, research student events (occasional evening work required, with time in lieu).

To support content development and maintenance of an annual calendar of internal and external research activities, In conjunction with Centre and Hub leaders and Research colleagues.

To coordinate / support publicity processes and relations with the College communications team (IER), relating to research events, disseminating and communicating information to both internal and external parties as appropriate.

To oversee the production of a monthly research newsletter, developing systems to ensure items for inclusion are efficiently captured and collated.

To organise, clerk, attend and minute meetings as required, setting the content for agendas, distribute papers and undertake follow up actions.

To coordinate and manage the preparation of statistics and manipulate data relating to: event attendance; College staff and student funding applications; for both internal and external purposes.

To develop, oversee and maintain a research database ensuring maintenance and routine updates of data are implemented.

To support the editing of high profile documents including proofreading, reviewing systems and recommending improvements as appropriate.

To demonstrate excellent written and verbal communication / interpersonal skills to enable the development of effective working relationships with colleagues at all levels across UAL.

To deputise for Team Manager Research and Special Projects Manager, and manage small projects as required.

To line manage, supervise and lead as required including undertaking annual appraisals and the delegating of tasks.

To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University.

To undertake health and safety duties and responsibilities appropriate to the role.

To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work.

To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities.

To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness.

To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations.

To personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022).

Key Working Relationships:

ADR, Research Admin Managers, School Research Coordinators, Deans, Professors and academics, colleagues across LCF and UAL, external partners and suppliers with whom regular contact is required.

Specific Management Responsibilities

Budgets: No

Staff: Yes

Other (e.g. accommodation; equipment):

Signed _____ Date of last review _____

     (Recruiting Manager)

Job Title: Research Team Coordinator   Grade: 4

Person Specification	
Specialist Knowledge/ Qualifications	Undergraduate degree / PG or equivalent relevant experience.
Relevant Experience	Significant administration experience. Line management experience (desirable). Excellent organisational and time management skills with attention to detail and a high level of accuracy. Significant experience of writing, formatting, editing and proofreading reports. Highly numerate with experience of financial processes, procedures. Experience of student data management and finance systems (ABW, SITS desirable). Experience of working in a PG and/or research environment or role (desirable). Experience of administration within Higher Education, and working across a variety of staff levels, admin and academic. Experience of organising events and projects. Excellent interpersonal skills and ability to build effective working relationships with colleagues at every level. Highly developed IT skills with proficiency in Word, Excel, databases and management information systems. Evidence of tact and discretion in dealing with confidential and sensitive matters.
Communication Skills	Communicates effectively orally, in writing and/or using visual media.
Leadership and Management	Motivates and leads a team effectively, setting clear objectives to manage performance

Professional Practice	Contributes to advancing professional practice/research or scholarly activity in own area of specialism
Planning and Managing Resources	Plans, prioritises and organises work to achieve objectives on time
Teamwork	Works collaboratively in a team and where appropriate across or with different professional groups.
Student Experience or Customer Service	Builds and maintains positive relationships with students or customers
Creativity, Innovation and Problem Solving	Uses initiative or creativity to resolve problems

The application form sets out a number of competence questions related to some of the following selection criteria. Shortlisting will be based on your responses to these questions. Please make sure you provide evidence to demonstrate clearly how you meet these criteria

Last updated: April 2015