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JOB DESCRIPTION AND PERSON SPECIFICATION	
Job Title: Associate Dean Knowledge Exchange	**Salary:** £62,226-79,129 p.a.
Grade: Individual contract	**Location:** London College of Communication, Elephant and Castle
Reports to: Dean of Academic Strategy *Professional accountability to Director of Business and Innovation & School Deans.*	**Section:** Head of College Office

Purpose of Role:

The job has two main priorities:

- To strategically lead, manage and support the development of academic Knowledge Exchange activities in partnership with the Director of Business and Innovation. The role is mainly academically oriented, supporting and developing academic colleagues in developing Knowledge Exchange activities, as well as acting as an external advocate for the Knowledge Exchange work across the college

- To strategically lead, manage and support the development and promotion of work-based learning activity and employability across the curriculum more broadly

Duties and responsibilities

Leadership and Management: Knowledge Exchange

- Lead the development and delivery of the College's Knowledge Exchange strategy from an academic perspective as well as contribution to the UAL Knowledge Exchange strategy

- Responsibility with the Director of Business and Innovation for the development and delivery of all the College's Knowledge Exchange including: reporting, liaising with and supporting the wider university in exercises, initiatives and requirements relating to the Knowledge Exchange Framework, HEIF funding and HE-BCI

- Work with the Director of Business and Innovation to contribute to the development of enterprise and income generating activities, and in particular working with academics on the development of income generating projects

- Work tactically with the Associate Dean of Research and the Director of Business & Innovation in the coherent and effective development and support of grant applications, consultancy and funding bids to support staff academic endeavour and income targets

- Provide oversight to the Executive team for data relating to Knowledge Exchange activities; identifying key issues and action points as well as development /improvement strategies. Co-ordinate and support academic staff in the implementation of recommendations

- Work with the School Deans on the embedding of Knowledge Exchange into curricula at all levels

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- Manage and support the provision of academic staff development activities relating to Knowledge Exchange

- Through liaison with the University's Director: Knowledge Exchange and Director of Business and Innovation provide and act as a reference point for external and internal Knowledge Exchange policy developments as well as compliance with relevant academic standards

- Chair College committees e.g. Knowledge Exchange and Membership of relevant college committees

- Represent the College at UAL Knowledge Exchange Committee and other relevant UAL committees and meetings

Leadership and Management: Work-Based Learning and Employability

- Lead the development and delivery of the College's work-based learning and employability strategy

- Oversee the co-ordination of employer-facing and employability curriculum development, working closely with the Schools and in partnership with the Director of Business and Innovation

- Join-up and co-ordinate employer engagement/liaison across the College in relation to work-based learning, internships, industry mentoring and related student opportunities

- Oversee the development and management of administrative, quality and student-focussed support for work-based and related learning opportunities, including bursary activity

- Oversee and manage the development of THE PLACE (The Placements, Careers and Employability Zone) in the College and be the key liaison point with the University's Careers and Employability Service

Academic Support

- To work with the School Deans and other Associate Deans in supporting programmes and courses through processes of monitoring, validation and enhancement, and ensuring quality assurance and enhancement activities are embedded in these processes

General

- Contribute to the effective leadership and efficient management of the College by being an active member of College management teams and convening management teams appropriate to your areas of responsibility

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

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

- To work in accordance with the University's Staff Charter and Dignity at Work Policy, promoting equality, diversity and inclusion in your work

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- 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 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

- Head of College/Pro Vice Chancellor
- Deans
- Director of College Administration
- Director of College Business and Innovation, and their team
- Director of Internal and External Relations and team
- Director of International Development and team
- College and School Associate Deans
- School Knowledge Exchange Co-ordinators

Specific Management Responsibilities

Budgets: Manage ongoing/project-related budgets associated with key areas of responsibility as determined with the Executive team.

Staff: Line management responsibility to include:
- Placements Manager
- Work-Based Learning Curriculum Development Manager
- Academic Co-ordinator (Enterprise and Employability)

Other: Significant task leadership and management responsibility

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Person Specification: Associate Dean Knowledge Exchange	
Specialist Knowledge/Qualifications	Postgraduate qualification in related subject or equivalent professional experience Knowledge of educational pedagogy and current issues in FE, UG, PG and Research and Knowledge Exchange Experience of shaping and influencing academic developments within Higher Education Membership of appropriate professional associations
Relevant Experience	Knowledge and awareness of national Knowledge Exchange and Creative Economy agendas as well as the relevant potential support mechanisms and institutions Knowledge and awareness of work-based curriculum development and employability practice and innovation Experience of developing approaches to formal as well as alternative funding mechanisms to support Knowledge Exchange and enterprise Experience of developing and implementing processes and protocols to support and nurture a practical approach to an enterprise agenda In the context of Knowledge Exchange a track record of working with and beyond the academy in relation to developing substantial strategic partnerships with industry and cultural sectors both nationally and internationally
Communication Skills	Communicates in a compelling and influential way adapting the style and message to a diverse internal or external audience in an inclusive and accessible way
Leadership and Management	Motivates and leads a team effectively and sets the direction of one or more function, promoting collaboration across formal boundaries Fosters an environment that embraces change, helps others to accept new ideas and make change happen

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Research, Teaching and Learning	Applies innovative approaches in leading academic programmes, teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity
	Applies own research to develop learning and assessment practice
Professional Practice	Contributes to advancing professional practice/research or scholarly activity in own area of specialism
Planning and managing resources	Effectively plans and manages operational activities or large projects to achieve long term objectives
Teamwork	Builds effective teams, networks or communities of practice and fosters constructive cross team collaboration
Student experience or customer service	Makes a significant contribution to improving the student or customer experience to promote an inclusive environment for students, colleagues or customers
Creativity, Innovation and Problem Solving	Identifies innovative solutions to problems to bring a wider benefit to the organisation

HERA Code: 000591