

**JOB DESCRIPTION AND PERSON SPECIFICATION**

<b>Job Title:</b> Creative SME R&D Programme Manager	<b>Accountable to:</b> BFTT Director
<b>Contract Length:</b> Fixed term post (20 months in the first instance)	<b>Weeks per year:</b> 52
<b>Hours per week:</b> 35	<b>Grade:</b> 6
<b>College/Service:</b> ADS/RMA	<b>Location:</b> John Princes Street and remotely

**Purpose of Role:**

University of the Arts London is in receipt of one of nine game-changing Creative R&D Partnerships awards (£5.5million) as part of the UK Government’s investment in the creative industries under the Creative Industries Cluster Programme (CICP), funded by the Industrial Strategy Challenge Fund.

Managed by the PI / Director of the Business for Fashion, Textiles and Technology (BFTT), and working across a strong industry and University partnership including: Loughborough University; University College London; Queen Mary University London; University of Leeds and University of Cambridge, the post holder will lead the **Creative SME R&D Support Programme** – a multi-million pound initiative aimed at accelerating the growth of fashion, textile and technology (FTT) related SMEs via collaborative R&D partnership projects.

The Programme to date has supported R&D innovation in the following fields: bio-material development; food and metal waste initiatives; sustainable woven and non-woven textiles for interiors, and healthcare; laser technology applications for material finishing; on-shoring of sustainable manufacturing; novel digital solutions to crowdsource creativity, and supply chain traceability.

The Programme is looking to advance cross-sector partnership R&D in a number of fields including sustainable design, production and engineering processes; reimagining current or new products, services and experiences; development of applications for XR, AI and machine learning. The programme portfolio currently comprises approx. 15 high-value funded R&D SME projects (£1.5m in value), which the post holder will manage and oversee. The post holder will also grow this Programme activity across an established and extensive network, including the recruitment and selection of SME applications, the monitoring of placements and reporting to funding bodies.

Working in consultation with the BFTT Directors across the partnership, and building on this established portfolio and UK wide network, the post holder will also develop provision for contract research and KTP activity toward achieving growth in state-of-the-art innovation in FTT and adjacent industry sectors. This work will include pre-application support and mentoring for business value proposition development and proposal writing – as part of an emerging team of business development support across the partnership.

**Duties and Responsibilities:**

**Programme Management**

- To lead development of the SMR R&D Programme and related processes for funding applications, in consultation with the BFTT Directors and University partners.
- To advance a comprehensive, multi-channel marketing and recruitment programme to support development and growth of the existing scheme, and future contract research and KTP opportunities.

- To help SMEs develop and present innovative, competitive and feasible R&D projects at the application / proposal stage for the existing scheme – and other relevant funding opportunities.
- To support and mentor successful, and unsuccessful applicants in pursuit of alternative funding opportunities, such as Innovate UK's KTP scheme and venture capital.
- To create a toolkit of resources to help SMEs construct Innovate UK KTP applications.
- To work with the extensive team of industry experts, Research Centres and academic mentors to match successful SME applicants with relevant expertise.
- To monitor and evaluate projects at pre-defined intervals and at project conclusion, so as to demonstrate economic growth through a range of KPIs as a result of this R&D activity.
- To undertake quarterly and annual reporting, and inform overarching BFTT evaluation for UKRI.
- To consult with and contribute toward BFTT Management and Steering Group meetings, relevant University and Industry partner committee groups, providing updates on the Programme, and longer term KPIs.

#### **General**

- To report to the BFTT Director and to plan and manage budgets and income for the Programme.
- To travel as necessary to build and maintain networks and visit potential new programme opportunities.
- To contribute and lead as appropriate to the development, communication and promotion of the BFTT Programme's core purpose, vision, mission and values.
- To commit to CPD and effective use of the University's Planning, Review and Appraisal scheme (PRA) and staff development opportunities which may be of value to the post holder and the BFTT team.

#### **Other**

- 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 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**: Managers and other staff, and external partners, suppliers etc; with whom regular contact is required.

- BFTT Directors
- BFTT Project Manager
- UAL Research Management and Administration Funding and Finance contacts
- CR&DP Programme Industry experts
- UAL Research Centre Directors and business support, including Centre for Sustainable Fashion, Digital Anthropology Lab, Centre for Fashion Business Research and Innovation

- Business Development and Innovation Managers across the University, partnership and Industry Associations (e.g. BFC, UKFT)
- Workspace and Incubators (e.g. CFE)
- Programme Academic Supervisors
- Programme Postgraduate/Postdoctoral Research Placements/Associates

**Specific Management Responsibilities**

**Budgets:** Yes

**Staff:** Yes

**Other:** As appropriate

## Person Specification

<p>Specialist Knowledge/Qualifications</p>	<p>Relevant degree, academic qualification or equivalent</p> <p>Track record in business development, Knowledge Transfer Partnership / Exchange, and enterprise support</p> <p>Strong understanding and knowledge of technology innovation and application within the creative industries, e.g. biotechnologies, artificial intelligence, supply chain analysis, virtual, augmented reality</p> <p>Knowledge of Industrial Strategy and related national and regional economic development policies/strategies</p> <p>Knowledge of UKRI and Innovate UK initiatives</p>
<p>Relevant Experience</p>	<p>Experience of planning and managing multiple R&amp;D projects and their successful delivery between industry and Higher Education Institutions</p> <p>Experience with legal and contractual negotiations between HEIs and industry, including Intellectual Property</p> <p>Experience and proven track record of identifying and nurturing industry partnerships and collaborations with partner organisations, HEIs and businesses both nationally and internationally</p> <p>Experience of funding success in academic and commercial contexts</p> <p>Experience and proven track record of identifying bids and applications for research funding grants and other income stream</p>
<p>Communication Skills</p>	<p>Strong capability in the communication of technical or specialist ideas or information persuasively adapting the style and message to a diverse audience in an inclusive and accessible way</p> <p>Experience of developing or engaging in the development of communication strategies for business support programmes</p>
<p>Leadership and Management</p>	<p>Motivates and lead teams effectively setting clear objectives to manage performance</p>

Research, Teaching and Learning	Experience with research / development project management and administration
Planning and managing resources	Effectively plans and manages operational activities, large and multiple 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 contribution to improving the customer experience to promote an inclusive environment for, students, colleagues, industry or customers
Creativity, Innovation and Problem Solving	Identifies innovative solutions to problems to bring a wider benefit to the organisation

Last updated: September 2020