

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title Business & Innovation Administrator

Accountable to: Enterprise Projects Manager

Contract Length: 1 year fixed term contract

Hours per week/FTE: 1.0

Weeks per year: 52

Salary: £29,358 - £35,839 pa

Grade: 3

College/Service: LCF Business & Innovation

Location: 20 John Prince's Street, W1G 0BJ

Purpose of Role:

London College of Fashion's Business & Innovation (B&I) team cultivates industry partnerships and links through consultancy, collaboration and industry projects. The Business & Innovation team plays an important role in delivering the College's Knowledge Exchange strategy, providing platforms for the benefit of our students, graduates and staff that support local and global enterprise, boosting economic development as well as creating social value. This professional management service enables LCF staff to access seamless support from knowledge exchange professionals to successfully deliver all industry engagement projects and plans.

Purpose of Role:

Based within the Business and Innovation (B&I) team, the role of the Business & Innovation Administrator is to develop an excellent administrative service to ensure the smooth running of B&I-led projects, and reporting for internal and external purposes. The post-holder will oversee the administration of a portfolio of sector-leading, externally funded knowledge exchange projects focused on bringing benefit to our students and graduates. These include student sponsored projects, graduate consultancy projects and externally funded knowledge exchange projects.

A crucial element of the role will be to contribute to LCF's knowledge exchange (KE) reporting, engaging colleagues across LCF and working with relevant colleagues at UAL to capture and report upon the multiple, varied KE activities happening within LCF. The role holder will contribute to the continuous improvement and quality of this reporting service.

The post holder will feel equally at ease liaising with colleagues at all levels of seniority and across different departments, as they do carrying out detailed and accurate records and reporting according to funder-defined processes.

The post holder builds and nurtures links across the University and other external organisations to amplify opportunities for cooperation and works collaboratively across the Graduate Futures & Business Innovation team to maximise the potential of the resources and expertise available.

Duties and Responsibilities:

Role Specific Duties:

- Provide administrative support for the development and delivery of current and new KE projects, including coordination of contributions from staff and external university and industry partners, setting up project budgets and supporting financial administration, maintaining and storing project documents, risk registers and assets.
- Assist the Enterprise Project Manager with the planning and implementation of Knowledge Exchange project activities, including preparing briefing presentations, and supporting the development and delivery of events and workshops for students, alumni and external businesses.
- Contribute to LCF's internal and external KE reporting by leading on administrative elements and working closely with the Business and Innovation data analyst to continuously improve this service. The role holder will pro-actively develop links across LCF to inform colleagues of reporting procedures, providing training to colleagues where required, and gain relevant information from departments and schools, in order to maintain the college's KE reporting metrics and prepare regular reports in a timely manner, as required.

- Provide administrative support for contracts relating to B&I-led activities. Under the guidance of the Enterprise Project manager liaise with UAL contracts managers and follow signing and storage requirements as required by the UAL contracts procedures and external funders.
- Maintain Salesforce records and reporting for B&I team in a timely and accurate manner, as required by B&I business development colleagues.
- Clerk the Knowledge Exchange Operations Group, scheduling meetings, circulating the agenda, taking minutes, following up actions and engaging with relevant staff to promote attendance.
- Clerk the Business and Innovation team meetings, scheduling meetings, circulating the agenda, taking notes and following up actions.

General

- 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 Staff Charter and Dignity at Work Policy, promoting equality diversity and inclusion in your work
- To personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022)
- 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.

Key Working Relationships: Managers and other staff, and external partners, suppliers etc; with whom regular contact is required.

- B&I Projects Manager
- Associate Director Business & Innovation
- Business & Innovation Data Analyst
- Head of Business Development, B&I
- Business Manager, B&I
- UAL Contracts Manager & Administrator
- School Administrators
- School KE Coordinators
- LCF KE academics
- Administrators for LCF business units and centres
- UAL RMA and Knowledge Exchange project managers

Specific Management Responsibilities

Budgets: No

Staff: No

Other: No

Signed _____ Date of last review _____
 _____(Recruiting Manager)

Job Title: Business & Innovation Administrator Grade: 3

Person Specification	
Specialist Knowledge/ Qualifications	<ul style="list-style-type: none">• Relevant qualification e.g. Degree or equivalent relevant experience• Knowledge of higher education and/or the fashion/creative industries• High level knowledge of digital tools for producing industry standard professional presentations
Relevant Experience	<ul style="list-style-type: none">• Experience of delivering administrative support across large and varied teams, preferably within a HEI.• Experience of working in an administrative environment, setting up and working to set systems and protocols.• Experience of pro-actively building relationships with colleagues for the purpose of engagement in administrative activities.• Experience of carrying out desk-based research and analysis of data.• Experience in self-initiated project work.• Experience in working in a customer focussed environment.• Has demonstrable experience of planning and preparation of small-medium scale events.
Communication Skills	Communicates effectively orally, in writing and using visual media.
Leadership and Management	Supervises and motivates individuals or a team effectively, setting clear objectives and following up to monitor performance and results.
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
Creativity, Innovation and Problem Solving	Uses initiative or creativity to resolve problems

Last updated: June 2021