

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title - Innovation Manager

Location: Chelsea College of Art and Design, Millbank	Salary: £38,694 - £46,423 per annum
Contract Length: Permanent	Hours per week/FTE: 35 / 1.0
Grade: 5	Weeks per year: 52
Accountable to: Strategic Partnerships Manager	Section: Knowledge Exchange

Purpose of Role

This is a new role that will span three of UAL's six Colleges: Camberwell, Chelsea and Wimbledon Colleges of Arts (CCW). The purpose of the role is to work with our academics, to develop and deliver research-led, innovation and knowledge exchange (KE) projects (e.g. consultancy, contract research, Knowledge Transfer Partnerships) with a particular focus on how our art, design and performance disciplines interact with new technologies. The role will also support the Strategic Partnerships Manager in the implementation of the KE strategy by successfully identifying and developing opportunities aligned to the UK Government's new Innovation Strategy and R&D People and Culture Strategy, working primarily with academic colleagues across the three Colleges and the UAL Creative Computing Institute.

Duties and Responsibilities

Development of new KE projects

- To pro-actively initiate discussions with College academic staff around innovation (consultancy, contract research, Knowledge Transfer Partnerships, Innovate UK bids), in order to identify and progress new opportunities for developing KE projects.
- To pro-actively engage with HE, business, public and third sector organisations to identify potential new partners and opportunities for collaboration.
- To pro-actively identify funding and client opportunities, and provide information and advice to academic and other UAL staff, regarding the development, management and benefits of KE projects.
- To provide support to UAL project leads with all aspects of proposal and partnership development.

Support for KE activities

- To act as the first point of contact for pre- and post-award management of KE activities, providing an efficient interface between UAL project leads and central services, incl. Finance, Legal HR etc.
- To liaise with UAL's Research Management and Administration department, regarding the appropriate costing & pricing of activities.
- To manage the negotiation, agreement and sign-off of all contracts, as well as their secure storage, in accordance with the funder's and UAL's Contracts Protocol.
- To ensure project management support is in place, where relevant, for KE and Contract Research activities, to ensure efficient monitoring and reporting of progress and outputs, and the timely addressing of project issues.
- To provide day-to-day project management and administration support for projects and direct support to the project lead.

Management of KTP projects

- To lead on partner liaison and project management for all KTP projects.
- To service all Local Management Committee (LMC) project meetings, providing all required documents in advance of all meetings, as well as timely and accurate minutes following each LMC.
- To work closely with Central Finance on the financial management of successfully funded KTP projects, ensuring that all financial reporting to LMC members and the funder(s) is timely and accurate.
- To provide direct support to LMC members with the production of the KTP Final Report, ensuring it is of the highest possible standard.
- To manage all communications materials for KTP, and to act as the first point of contact for KTP enquiries.

General

- To contribute to the development of a KE culture and community at CCW and across UAL, helping to drive positive change as reflected in both qualitative and quantitative metrics (Knowledge Exchange Framework), and to promote evaluation and continuous improvement. This might include, for example, the design and delivery of workshops for engaging staff with KE funding opportunities.
- To perform such duties consistent with the role as from time to time may be assigned, 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 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 accordance to 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.

Internal

- Strategic Partnerships Manager (line manager)
- Associate Deans of Knowledge Exchange and Research
- College academic staff
- College research and KE office staff
- Management and pre- and post-award support staff within UAL's central Research Management & Administration and KE teams
- Central Finance and Legal

External

- UKRI and other relevant funding bodies – especially InnovateUK
- Businesses
- Other external stakeholders/ project partners e.g. universities, businesses and civic and cultural organisations

Specific Management Responsibilities

Budgets: Project budgets, travel and consumables

Staff: KE Projects Co-ordinator

Other (e.g. accommodation; equipment): None

Signed: Jo Ennis CCW (Recruiting Manager)
02.08.21

PERSON SPECIFICATION	
Specialist Knowledge/ Qualifications	<p>Undergraduate degree.</p> <p>Current knowledge of technologies relevant to creative sector disciplines particularly those relating to circular economies, art, design and performance.</p> <p>Project Management qualification/training.</p> <p>Knowledge of a range funding to support research, innovation and KE in a higher education context.</p> <p>Knowledge of how to structure an effective business case for investment.</p> <p>A postgraduate qualification in technologies relevant to creative sector disciplines particularly those relating to circular economies, art, design and performance (desirable).</p>
Relevant Experience	<p>Successful track record in sales of either consultancy, innovation support or research services in the university or creative sectors.</p> <p>Successful track record in developing multi-partner funding proposals in the university or creative sector.</p> <p>Experience of multi-stakeholder engagement and management on collaborative projects which include partners from different sectors.</p> <p>Experience of working within a university research and innovation environment and familiarity with the mechanisms to support knowledge exchange e.g. KTP, contract research, consultancy etc.</p> <p>Experience in the innovation and/or commercialisation of research within the university or creative sectors (desirable).</p>
Communication Skills	<p>Communicates effectively orally and in writing adapting the message for a diverse audience in an inclusive and accessible way.</p>
Leadership and Management	<p>Motivates and leads a team effectively, setting clear objectives to manage performance.</p>
Professional Practice	<p>Contributes to advancing professional practice/research or scholarly activity in own area of specialism.</p>

Planning and Managing Resources	Plans, prioritises and manages resources effectively to achieve long term objectives.
Teamwork	Works collaboratively in a team and where appropriate across or with different professional groups.
Creativity, Innovation and Problem Solving	Suggests practical solutions to new or unique problems.

Please make sure you provide evidence to demonstrate clearly how you meet these criteria, **which are all essential unless marked otherwise**. Shortlisting will be based on your responses.

Last updated: August 2021