

Project and Partnerships Manager - Transforming Collections: Reimagining Art, Nation and Heritage

Job Description	
College/Service Decolonising Arts Institute - VIA RMA	Location Multiple locations and remote working
Contract Length Up to 3 years fixed term	Hours per week / FTE 35 / 1.0
Accountable to Director, UAL Decolonising Arts Institute	Weeks per year 52
Salary £39,275 - £47,120	Grade 5
<p>Transforming Collections: Reimagining Art, Nation and Heritage</p> <p><i>Transforming Collections</i> is a £3m 3-year 'Discovery Project' funded as part of the major UKRI / AHRC programme, Towards a National Collection (TaNC). Led by UAL's Decolonising Arts Institute in collaboration with UAL's Creative Computing Institute, we will work closely with Tate as our IRO (Independent Research Organisation) partner, and a further fourteen Project Partners and Collaborating Organisations. <i>Transforming Collections</i> aims to enable cross-search of collections, surface patterns of bias, uncover hidden connections, and open up new interpretative frames and 'potential histories' (Azoulay, 2019) of art, nation and heritage. It will combine critical art historical and museological research with participatory machine learning design, and embed creative activations of interactive machine learning in the form of artist commissions.</p>	

Job Description

Purpose of the role

The Project and Partnerships Manager will be responsible for managing the relationships and activities as part of the Transforming Collections: Reimagining Art, Nation and Heritage project. Working flexibly with the Principal Investigator (PI) and Co-Investigators (CIs) as well as the Project Partners, Collaborating Organisations, Management and Advisory Boards members, and other stakeholders as required: You will significantly contribute to the success of this AHRC-funded research project, establishing and maintaining project operations, processes, budget-tracking, project communications, and stakeholder relationships.

You will provide project support by identifying and allocating appropriate levels of resource and managing the critical path to achieve the project deliverables as they are defined in the grant agreement.

You will work independently and collaboratively, providing a professional, high-quality, partner-facing service, supporting and advising the PI, to ensure contract, legal, strategic and funder requirements are met, as well as compliance with University policy and procedures.

Duties and Responsibilities

- To provide project management for the Transforming Collections project and to manage the critical path and deliverables to achieve on-time and on-budget delivery to high quality.
- To provide comprehensive support to the Principal Investigator (PI) and Co-Investigators (CIs) in the management of the research project in accordance with the AHRC grant agreement and promote organisational effectiveness.
- To liaise with the PI to ensure smooth running of the project
- To manage and monitor the Transforming Collections project budget, in liaison with the PI and the Research Management and Administration (RMA) team at UAL.
- To plan, co-ordinate and promote Transforming Collections project activities and events including team meetings, workshops, focus groups, roundtables, symposia, conferences, etc. in liaison with the PI and CIs and Project

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Administrator, keeping the appropriate partners, team members and wider networks informed

- To draft Transforming Collections project plans and reports, including financial and progress reports in line with internal and external requirements - in conjunction with RMA, and monitor and analyse data as appropriate.
- To liaise with and build relationships and manage the network of Project Partners and Collaborating Organisations, to ensure the successful implementation of the Transforming Collection project.
- To line manage the Project Administrator and appraise their progress and their long term objectives as well as their day-to-day activities
- To manage the recruitment of new staff to the project.
- To ensure that all contracts relating to the project are effectively negotiated and implemented in line with any internal or external governing procedures or protocols (e.g. UAL's Contracts Protocol).

General

- To perform such duties consistent with your role as from time to time may 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 in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness.

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<ul style="list-style-type: none">• 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 Internal <ul style="list-style-type: none">• Director, UAL Decolonising Arts Institute (Principal Investigator and line manager)• Project Co-investigators• Project Research Fellows• Project Administrator (line managed by Project and Partnerships Manager)• Decolonising Arts Institute (DeAI)• Creative Computing Institute (CCI)• Research Management Administration and Support teams• UAL Central Finance, Legal and Comms teams External <ul style="list-style-type: none">• Tate (IRO Partner)• UK Project Partners• International Project Partner• Collaborating Organisations• Management Board• Advisory Board• External stakeholders
Specific Management Responsibilities Budgets - <ul style="list-style-type: none">• Transforming Collections project budget Staff - <ul style="list-style-type: none">• Project Administrator

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Signed: Stephan Barrett

(Recruiting Manager)

Date of last review: September 2021

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Person Specification	
Specialist Knowledge/Qualifications	<p>Undergraduate degree.</p> <p>A postgraduate degree or appropriate research experience is desirable.</p> <p>Project Management qualification/training.</p>
Relevant Experience	<p>Experience of managing large scale research projects, including financial/budget management.</p> <p>Experience managing an HEI research project.</p> <p>Experience of organising events/workshops/conferences.</p> <p>Experience of multi-stakeholder engagement and management on collaborative projects which include partners from different sectors.</p> <p>Experience of writing research reports, writing bid funding and disseminating research information.</p> <p>Experience of working within and between different disciplinary perspectives and diverse world views</p>
Communication Skills	<p>Communicates effectively orally and in writing adapting the message for a diverse audience in an inclusive and accessible way.</p> <p>Builds and maintains positive relationships with key stakeholders related to project activities</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>

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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. Is able to take appropriate level of responsibility and act with initiative
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.