

## JOB DESCRIPTION AND PERSON SPECIFICATION

**Job Title:** Project Manager – Business of Fashion, Textiles & Technology (BFTT) Collaborative R&D Partnership

**Accountable to:**  
BFTT Director, BFTT Deputy Director,  
Deputy Director of RMA

**Contract Length:** up to 50 months

**FTE:** 1.0 FTE

**Weeks per year:** 52

**Salary:** £45,603 - £50,708 p/a

**Grade:** 6

**College/Service:** LCF; Research Management and Administration (RMA)

**Location:** London College of Fashion, John Princes Street

### Purpose of Role:

University of the Arts London has been awarded one of nine game-changing R&D partnerships as part of the Government's investment in the UK's creative industries, under the banner of the flagship Industrial Strategy Challenge Fund initiative. Line managed by the Business for Fashion, Textiles and Technology (BFTT) Creative R&D Programme (CRDP) Directors, the post holder will provide project management for BFTT and liaise with Co-Directors/Co-Investigators (Co-Is) across five Universities and over 30 industry partner collaborators.

A highly motivated individual, you will significantly contribute to the success of this major AHRC-funded research project involving collaboration with academic, industry and public sector partners, providing support to the project, identifying and allocating appropriate levels of resource and managing the critical path to achieve the project deliverables as they are defined in the grant and partner collaboration agreements.

### Duties and Responsibilities

1. To provide project management of the BFTT Partnership project and to manage the critical path and deliverables to achieve on-time and on-budget delivery.
2. To provide comprehensive support to the Director/PI, Co-Director and Co-Is in the management of the research project in accordance with the AHRC grant agreement and work plan.
3. To manage the BFTT project budget, in liaison with the Director and Research Management & Administration (RMA) team at UAL.
4. To plan, co-ordinate and promote BFTT project activities and events including team meetings, steering board meetings, workshops, focus groups, roundtables, symposia, conferences, etc. in liaison with the PI and Co-Is and LCF research administration.
5. To effectively plan, co-ordinate and manage the project promotional and dissemination programme with the Director/PI, including setting up the project website/blog, online media, newsletter, marketing and PR activities.
6. To draft BFTT project plans and reports, including financial, forecasting and progress reports in line with internal and funding body requirements, and monitor and analyse data as appropriate.
7. To liaise with the project's academic partners and manage the project's network of industry

partners and participants, for the successful implementation of the BFTT project.

8. To manage the day-to-day activities of project staff (e.g. PDRFs where relevant) including responsibility for the recruitment and selection of new staff.
9. To service the project meetings including, with the Director, setting agendas, producing and distributing papers, minute taking and following up of action points as appropriate for the implementation of the BFTT project.
10. To ensure, with the Director and UAL's Legal team, 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).
11. To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University.
12. To undertake health and safety duties and responsibilities appropriate to the role.
13. To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work.
14. 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.
15. To make full use of all information and communication technologies to meet the requirements of the role and to promote organisational effectiveness.
16. 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.

- BFTT Director/Principal Investigator
- BFTT Co-Director/ Co-Investigators
- BFTT external industry partners, steering board and stakeholders
- BFTT CR&DP Business Programme Manager
- BFTT PDRFs
- College and UAL Enterprise Teams
- Research Management and Administration (RMA) and Support teams
- UAL finance and legal teams

**Specific Management Responsibilities**

**Budgets:** maximum £9m

**Staff:** N/A

**Other**

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**Grade:** 6

Person Specification	
Specialist Knowledge/ Qualifications	<p>Has a first degree in any discipline. A postgraduate degree, professional qualification, or appropriate research experience is desirable.</p> <p>Ability to apply skill, knowledge and experience to work and seeks opportunities to improve.</p> <p>A qualification in a relevant project management methodology, such as PRINCE2, is desirable.</p> <p>Experience in commissioning, managing and maintaining project websites and online media.</p> <p>Knowledge of methods and approaches to managing complex, high-value projects</p>
Relevant Experience	<p>Experience of managing high-value research projects with multiple partners (including financial/budget management, spreadsheets).</p> <p>Experience managing a large HEI research / R&amp;D project, e.g. EU H2020, ERDF, UKRI-funded projects.</p> <p>Experience of organising events/workshops/ conferences and monitoring of budgets.</p> <p>Experience of project promotion and marketing including effective use of online media</p> <p>Experience of writing research project reports, writing bid funding and disseminating research information</p>
Communication Skills	<p>Communicates effectively orally and in writing adapting the message for a diverse audience of industry, academic and policy stakeholders 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, where applicable.</p>
Planning and managing resources	<p>Plans, prioritises and manages resources effectively to achieve long term objectives.</p> <p>Has demonstrable experience of managing large-scale, multi-million pound budgets</p>

Teamwork	<p>Works collaboratively in a team and where appropriate across or with different professional groups.</p> <p>Is able to take appropriate level of responsibility and act with initiative.</p>
Student experience or customer experience	<p>Builds and maintains positive relationships with students and project participants.</p>
Creativity, Innovation and Problem Solving	<p>Suggests practical solutions to new or unique problems.</p>