

JOB DESCRIPTION	
<b>Job title:</b> Research and Innovation Project Manager	<b>Accountable to:</b> EU Research & Innovation Funding Manager
<b>Contract length:</b> Permanent	<b>Hours per week:</b> 35 <b>Weeks per year:</b>
<b>Salary:</b> £38,010 - £44,421	<b>Grade:</b> 5
<b>Service:</b> Research Management and Administration (RMA) / Academic Enterprise (AE)	<b>Location:</b> 5 <sup>th</sup> Floor, Granary Building, King's Cross
<b>Who are Research Management and Administration (RMA) / Academic Enterprise (AE)?</b> RMA and AE are the central services for the support and delivery of research and knowledge exchange activities across University of the Arts London (UAL).	
<b>What is the purpose of the role?</b> The post-holder's main objectives are to provide comprehensive project management support to academic staff across a portfolio of research, innovation, and knowledge exchange projects – ensuring that all projects are delivered to a high standard and in compliance with funder regulations and University policies, as well as maximising the value of these projects to the University – in terms of research outcomes, outputs, dissemination, impact and follow-on activities.	
<b>Duties and Responsibilities</b> <u>Management and Planning</u> <ul style="list-style-type: none"> <li>To identify and implement an effective and flexible project management framework to be used consistently across a portfolio of research, innovation, and knowledge exchange projects. The framework should evidence elements of proven methodologies.</li> <li>To provide comprehensive support to research active and teaching staff across University of the Arts London (UAL) in delivering a portfolio of high quality research, innovation, and knowledge exchange projects.</li> <li>To update UAL systems and provide reports as required. Systems include those for finance (Unit4 Agresso Business World - ABW) and research information (Symplectic Elements).</li> <li>To support the development and design phases of such projects, in collaboration with other members of RMA and AE staff.</li> <li>To provide advice and support to academic staff in maximising the value of these projects to UAL, through both the project planning and implementation phases – helping academic staff to identify ways of increasing research outcomes, outputs, dissemination, impact, and follow-on activities. To also ensure this is done in collaboration with project partners, to maximise mutual benefits.</li> <li>To ensure all such projects are delivered in compliance with any relevant external regulations or agreements as well as in line with all applicable UAL policies (HR, Finance, Procurement, etc.); and to ensure that all staff involved in projects are fully briefed, supported and aware of their responsibilities in meeting these regulations.</li> <li>To lead on the design of effective project governance structures and processes, and the introduction and maintenance of reporting and monitoring strategies that meet both internal and external requirements (including regular re-forecasting of project budgets).</li> <li>To ensure that all contracts relating to such projects are efficiently and effectively negotiated and finalised before the relevant activity begins, as well as ensuring such</li> </ul>	

contracts are appropriately updated, in line with any internal or external governing procedures or protocols (e.g. UAL's Contracts Protocol).

- To implement a digital filing system for retaining a comprehensive and consistent set of project information and documentation for all projects, which will meet any relevant project auditing requirements.
- Act as the first point of contact for the project both internally and for external stakeholders.
- To support the preparation of specified research, innovation, and knowledge exchange funding applications, working with academic staff to develop funding applications for evaluation and submission by the University.

#### Communication

- To liaise and communicate effectively with all levels of UAL staff, external stakeholders and audiences relevant to the delivery and furthering of project-related objectives.
- To provide a regular, consistent and useful summary of project activity, progress and issues to senior RMA and AE staff, ensuring any issues are promptly identified and resolved.
- To liaise with the relevant RMA, College or UAL Communications Teams in delivering a range of outward facing project events, online content and other communications materials, ensuring the international profiling of projects, and the effective dissemination of project outcomes to relevant audiences.
- To ensure any project-related web sites are set up appropriately, through liaison with UAL's Communication and Legal teams, and in line with relevant digital strategies and protocols.
- To design and deliver workshops on all aspects of research project management to all UAL Colleges.
- To undertake all aspects of committee servicing including setting agendas, producing papers, minute taking, briefing and providing advice to committee members, and following up actions.

#### **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 Equal Opportunities Policy and the Staff Charter, promoting equality and diversity 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.

- AE staff
- RMA staff
- Academic staff active in research and knowledge exchange across UAL

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| <ul style="list-style-type: none"><li>• College Enterprise Teams</li><li>• Finance</li><li>• Legal</li><li>• External collaborators and partners</li><li>• Project team and lead project partner institution, Funding agencies, businesses and external colleagues engaged with the project as appropriate.</li></ul> |
| <b>Specific Management Responsibilities</b><br>Budgets: By project<br>Staff: By project<br>Other (e.g. accommodation; equipment): By project  |

Last updated: December 2018

PERSON SPECIFICATION	
Specialist Knowledge/Qualifications	Relevant graduate degree or higher Project management qualification
Relevant Experience	Experience of managing research and innovation projects (including financial/budget management)  Experience of knowledge transfer processes in an HE environment.  Experience of contracts management
Communication Skills	Communicates effectively orally and in writing adapting the message for a diverse audience in an inclusive and accessible way
Leadership and Management	Motivates and leads a team effectively, setting clear objectives to manage performance
Professional Practice	Contributes to advancing professional practice/research or scholarly activity in own area of specialism
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: December 2018