

**JOB DESCRIPTION AND PERSON SPECIFICATION**

**Job Title:** Team Manager (Research)

**Accountable to:** College Associate Dean:  
Research

**Contract Length:** Permanent

**Hours per week/FTE:** 1.0

**Weeks per year:** AYR

**Salary:** £38,694- £46,423 pa

**Grade:** 5

**College/Service:** London College of Fashion

**Location:** London College of Fashion, 20  
John Princes Street, London, W1G 0BJ and  
relocating to Stratford from 2022

**Purpose of Role:**

To provide comprehensive support to the Associate Dean: Research in the management of an administrative provision, maintaining an overview of College based and College led research related activities.

To support the Associate Dean, Research (ADR) in the management and leadership of the College Research Administrative team ensuring appropriate levels of support and resources are allocated for the effective delivery of the service.

**Duties and Responsibilities:**

- To support the ADR in the management of the research administrative staff.
- To manage the provision of comprehensive support, ensuring effective administrative support is in place to support each of the Researchers planned programmes of activity.
- To manage and monitor resources and budgets, reporting as appropriate to inform developmental and on-going research activity.
- To support and develop strategies to strengthen a research focused relationship between Research and each of the Deans and academic teams in the Schools that will enhance and further encourage research engagement, developing systems and procedures that will track and monitor activity.
- To support reporting activities including: annual monitoring report; International engagement; and related database development.
- In line with UAL strategy, to develop and monitor strategies that will increase a focus on the coordination of Research Staff and Research activity that will support and inform the on-going development of School based curriculum and related activities, across all levels.
- To support and monitor the administration of the Academic Workload Planner, ensuring a current and relevant AWP is in place for all research based staff.
- To co-ordinate and effectively support and monitor activities to increase engagement with Early Career and emerging Researchers.
- To develop appropriate College based systems to record research activity that will aid preparation for future REF exercises.
- To support the documentation and collation of Impact across all research funded activity generated by Centres, Hubs and individual researchers, advising on procedural process to ensure collated data is accessible, easily interpreted and current.
- To manage administrative support to the Research Hubs, ensuring that appropriate systems and calendars of activity are in place to establish regular and effective Hub meetings, which are fully supported through administrative input.
- To manage and support an improved level of provision for a PGR student programme of activity, developing activities that will effectively underpin and enhance the integration of the PGR community into the Schools.
- To work alongside the Associate Dean: Research to co-ordinate preparations for external Research focused assessments and inspection exercises.
- To liaise and communicate effectively with all levels of college and University staff.
- To promote University policies and procedures ensuring staff are fully briefed and aware of their responsibilities in meeting the requirements.

- To undertake a link role between the University and the College team in relation to any relevant monitoring exercises, to ensure statistical data contained in required reports correctly reflects all elements achieved in relation to activities undertaken within the unit.
- To work in close co-operation with the University's Research Management Administration (RMA) team, keeping College based staff fully briefed of the University's policies and procedures and ensuring that these are adhered to in all processes related to staff Research activity.
- To be fully versed in the operational functions of the University's ABW Finance and iTrent systems, ensuring all staff and related policy procedures undertaken within the unit are utilizing these systems effectively and are doing so in line with agreed practice. To also have an ability to promote further development of these systems in order to respond to enhanced reporting functions.
- To introduce and maintain effective reporting and monitoring strategies for all activities of the unit, to ensure effective liaison exists between the College team, the Deans and Head of College, and college based staff.
- To produce high quality documentation, including reports, presentations, correspondence and minutes.
- 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 Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work. 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 in accordance with the University's policies and procedures, as laid down in the Financial Regulations.
- To personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022).

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

- College Associate Dean: Research
- Director of Research and Innovation (Stratford)
- College Research Administration Team
- College Professoriate
- College Committees (CRC, CRDSC, KE, International)
- University Research Administration Management Team

Specific Management Responsibilities

Budgets: Yes

Staff: Yes, if required

Other Accommodation, Equipment as appropriate.

Signed \_\_\_\_\_ Date of last review \_\_\_\_\_

Job Title: Team Manager, Research  
 Grade: 5

Specialist Knowledge/Qualifications	<p>Relevant undergraduate degree level qualification or equivalent relevant experience</p> <hr/> <p>Postgraduate degree level qualification (desirable)</p> <hr/> <p>Knowledge of administration processes within a higher education environment.</p> <hr/> <p>Significant knowledge of the Research environment within a higher education institution</p> <hr/> <p>Experience in the Research Excellence Framework (REF)</p> <hr/> <p>Significant knowledge of project management techniques and tools</p>
Relevant Experience	<p>Demonstrable experience of managing/supervising an administrative team within a higher education environment</p> <hr/> <p>Significant experience of working with Senior Managers</p> <hr/> <p>Proven experience in strategic planning</p> <hr/> <p>Budgetary management experience</p> <hr/> <p>Significant and demonstrable experience of establishing systems to support the monitoring of collaborative tasks and activities undertaken by a team within an administrative environment</p> <hr/> <p>Experience of analytical report writing</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	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
Student experience or customer service	Builds and maintains positive relationships with students or customers
Creativity, Innovation and Problem Solving	Suggests practical solutions to new or unique problems

Last updated: 05/02/2020