university
of the arts
london

london college
of fashion

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JOB DESCRIPTION AND PERSON SPECIFICATION		
Job Title: School Research Coordinator (Academic): School of Design and Technology	**Accountable to**: Dean of School of Design and Technology	
Contract Length: Fixed Term Contract (1 year)	**Hours per week/FTE**: 0.4	**Weeks per year**: All
Salary: £38,694 - £46,423 pro rata pa	**Grade**: 5	
College/Service: London College of Fashion, School of Design and Technology	**Location**: 20 John Princes Street, London, W1G 0BJ	

Purpose of Role:

The post holder will develop and support research as well as Knowledge Exchange engagement and outputs from the academic staff community within the School. They will also contribute to undergraduate and postgraduate study by recommending research facing activities where appropriate.

Working as part of a School wide team, the post holder will be required to deliver research seminars/workshops and individual support for members of staff/staff teams. Key to this post will be a recognised research active profile and experience of developing and writing research proposals and funding bids.

Working as part of a School / College wide team, the post holder will be required to support development and leadership of a specialist School Research Hub as well as LCF KE leadership, in addition to intersecting the Digital Anthropology Lab, Design for Performance Hub, other relevant researchgroupings. The role includes delivery of seminars/workshops and individual support for members of staff/staff teams.

Duties and Responsibilities:

- To undertake a mentoring Role, providing both academic and developmental research support to members of staff, monitoring progress and maintaining appropriate records.

- To support and extend the School's existing links with those in research/professional practice and related industries as appropriate to the development, maintenance and delivery of the Schools research ambitions.

- To contribute to research, scholarly activity and or professional practice both individually and through appropriate subject related groups.

- To maintain a professional level of subject expertise by being aware of relevant developments in the field.

- To undertake the teaching duties as appropriate and consistent with your areas of expertise

- To work in consultation with the Associate Dean of Research and collaboratively with School Research Coordinators across the College.

- To work in consultation with the LCF Knowledge Exchange Committee and the KE coordinators across the College.

- To provide support for the Dean and Associate Dean of School in the management of the research and KE engagement and recognised outputs from the School.

- To attend course related meetings and examination boards as required and appropriate.

- To support the process of reviewing undergraduate units and contributing to the identification and validation of new units where appropriate.

- To fully utilise University and other information and communication technologies in order to facilitate and enhance learning experiences and organisational effectiveness.

- To liaise with Programme Directors, Course Leaders and course teams, to ensure quality and consistency of research and KE delivery across the School.

- To support the inclusion of research and KE engagement in the planning and development of curriculum and teaching programme for undergraduate and post graduate courses as appropriate.

- To secure productive contacts and links with external organisations, employers and agencies that will benefit the School and provide further opportunities for income generation and collaboration.

- 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.
- Creative Director
- Course teams
- Course Leaders
- Programme Director
- Directof of the Digital Anthropology Lab
- Dean of School
- Associate Dean of School
- School Research Coordinators (Design and Technology, Cultural and Historical Studies and Fashion Business School)
- School KE Coordinators
- Associate Dean of Research
- KE Committee

Specific Management Responsibilities

Budgets: No

Staff: No

Other Studio spaces

Signed _____ Date of last review _____
        (Recruiting Manager)

Job Title: Research Coordinator, School of Design and Technology
Grade: 5

Person Specification	
Specialist Knowledge/ Qualifications	PhD or equivalent academic experience in related research area
Relevant Experience	We are seeking a Post Doc candidate or, industry equivalent experience with research expertise in areas of any of the below: • Fashion, textiles, accessories, footwear or jewellery design • Interactive technology • Wearable technology
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
Research, Teaching and Learning	Applies innovative approaches in teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity
	Applies own research to develop learning and assessment practice
Professional Practice	Contributes to advancing professional practice/research, Knowledge Exchange 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: 21/07/2020