

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Knowledge Exchange Leader			Accountable to: Associate Dean School of Media and Communication
Contract Length: Permanent	Hours per week/FTE: 0.6FTE	Weeks per year: 52	
Salary: £45,603 - £54,943 pro rata pa		Grade: 6	
College/Service: London College of Fashion, School of Media and Communication		Location: 40 Lime Grove, London, W12 8EA and relocating to Stratford in 2022	

Purpose of Role:

To have strategic and operational responsibility for the leadership and management of a comprehensive range of inter-related projects, events and networks across the School of Media and Communication (SMC) relating to Knowledge Exchange (KE) in its broadest sense. To develop KE activities and capacity as part of the interplay with industry, third sector, public engagement and community developments within the School, College, UAL and wider relevant communities across UK, EU and overseas.

The post holder will devise, develop and manage a range of initiatives with the related capture, monitoring, evaluation and management of KE metrics and associated data, budget reporting, and dissemination activities.

Duties and Responsibilities:

- To initiate and manage the delivery of SMC strategic community building and KE related planning, working with the AD and Dean in the continuous development of KE strategic planning, focussing on national and international KE related undertakings.
- To work with LCF colleagues to build SMC profile nationally and internationally, in KE related work through delivery of high-quality projects, events and the development of relationships with partners and potential partners for both staff and student initiatives.
- To manage, monitor, co-ordinate and evaluate the development and implementation of SMC strategic KE plans and data for a range of projects and activities within agreed time frames.
- To develop and maintain policies and strategies in support of LCF College Plan and University Strategic Plans, in consultation with the Dean and AD SMC and other relevant stakeholders
- To ensure appropriate ethics, IP and legal requirements are adhered to.
- To develop opportunities for impact when planning of KE projects for the School.
- To manage the communication and dissemination of these activities and initiatives across SMC, LCF, the University and wider international networks.
- To represent the School of Media and Communication at professional network meetings, fora and events both internal and external and chair meetings as appropriate.
- To provide Knowledge Exchange and community development related advice and guidance within HE and other related sectors in order to contribute to the evolution of SMC and Innovation and enterprise related initiatives.
- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University.
- To contribute to teaching as required.

- To promote a culture of knowledge exchange, community and enterprise amongst students and staff.
- To operate in a collegiate manner in liaising with appropriate colleagues in order to contribute to the income generating and related sponsorship activities of the University and College in areas that are directly related to their Academic Programme and areas of specialism.
- To work in a collegiate manner with School and College KE Academic Career pathway orientation to support and develop KE activities and initiatives in line with LCF's KE strategy.
- 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.

- SMC Dean & Associate Dean
- SMC Creative Director
- SMC Research Coordinator
- SMC Teaching Innovations Coordinator
- LCF Knowledge Exchange Colleagues
- LCF Business & Innovation department
- LCF International department
- SMC aligned Administrative and Support team members
- UAL KE colleagues

Specific Management Responsibilities

Budgets: project budgets

Staff: academic staff

Other (e.g. accommodation; equipment):

Signed Jessica Bugg (Recruiting Manager) Date of last review 05/06/2019

Job Title: Knowledge Exchange Leader Grade: 6

Person Specification

Specialist Knowledge/Qualifications	Undergraduate degree in School related subject area is essential
	Postgraduate degree in School related subject area is desirable
	PhD in subject area is desirable
	Teacher training qualification is desirable.
	Membership of professional bodies and associations is desirable
Relevant Experience	Experience of IP, Contract research or cross sector project management is desirable.
	Demonstrable fashion/ creative industry knowledge and strategic project development experience
	Experience of working in industry, academia, museums and galleries or public programming at a senior level Experience of leading KE projects to generate cultural, social or economic impact.
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 to course leadership, 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 or scholarly activity in own area of specialism
Planning and managing resources	Plans, prioritises and manages resources effectively to achieve long term objectives
Teamwork	Builds effective teams, networks or communities of practice and fosters constructive cross team collaboration
Student experience or customer service	Contributes to improving or adapting provision to enhance the student experience or customer service
Creativity, Innovation and Problem Solving	Suggests practical solutions to new or unique problems

The application form sets out a number of competence questions related to some of the following selection criteria. Shortlisting will be based on your responses to these questions. Please make sure you provide evidence to demonstrate clearly how you meet these criteria

Last Updated: June 2019