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Job Description

Project Administrator - Transforming Collections: Reimagining Art, Nation and Heritage

Job Description	
College/Service Decolonising Arts Institute via RMA	**Location** Multiple locations and remote
Contract Length Up to 3 years fixed-term contract	**Hours per week / FTE** 35 / 1.0
Accountable to Project and Partnerships Manager	**Weeks per year** 52
Salary £29,851 - £36,377	**Grade** 3
Transforming Collections: Reimagining Art, Nation and Heritage *Transforming Collections* is a £3m 3-year 'Discovery Project' funded as part of the major UKRI / AHRC programme, [Towards a National Collection](#) (TaNC). Led by UAL's Decolonising Arts Institute in collaboration with UAL's Creative Computing Institute, we will work closely with Tate as our IRO (Independent Research Organisation) partner, and a further fourteen Project Partners and Collaborating Organisations. *Transforming Collections* aims to enable cross-search of collections, surface patterns of bias, uncover hidden connections, and open up new interpretative frames and 'potential histories' (Azoulay, 2019) of art, nation and heritage. It will combine critical art historical and museological research with participatory machine learning design, and embed creative activations of interactive machine learning in the form of artist commissions.	

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Purpose of the role

The Project Administrator will be responsible for providing administrative support to the 3-year project, Transforming Collections: Reimagining Art, Nation and Heritage.

This is an opportunity for a highly motivated individual to contribute to the success of this AHRC-funded research project. Working flexibly with the Project and Partnerships Manager, Principal Investigator (PI) and Co-Investigators (CIs), as well as the Project Partners, Collaborating Organisations, Management Board and Advisory Board members, and other stakeholders, you will provide overall administrative support to the project and project team, setting up meetings, maintaining records, and organising events and workshops.

Duties and Responsibilities

- To co-ordinate general administration of the project and to assist the Project and Partnerships Manager in managing the project budget, liaising with the Principal Investigator to ensure up to date records of the project and their financial status.
- To maintain files, records and financial accounts and other day-to-day matters of the project's administration.
- To assist with the drafting of reports and plans and support the Project by dealing with enquiries, arranging meetings, writing ad hoc letters and other administrative tasks.
- To assist with servicing Project Team and Board meetings, including preparing agendas and papers, minute taking, briefing members, and following up actions.
- To coordinate and support Project activities and events including workshops, seminars, symposia, exhibitions, conferences, meetings etc. including arranging travel, hospitality and room-bookings.
- To liaise with project partners, collaborating organisations and other stakeholders, as directed by the Project and Partnerships Manager and Principal Investigator.

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- To assist with the production of publicity and newsletters for the Project, to administer mail-outs to staff and external contacts as directed by the Project and Partnerships Manager and Principal Investigator.
- To assist with maintaining and updating the project's website.
- To assist with the research project, subject to capacity, as directed by the Principal Investigator, including collation of visual, video, audio and text-based research.
- To report project data to Research Management and Administration for University monitoring and external reporting.
- To work with all other areas of the UAL Research Management & Administration providing the highest possible level of service and standards.

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 Staff Charter and Dignity at Work Policy, promoting equality diversity and inclusion 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.

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

Internal

- Project and Partnerships Manager (Line Manager)
- Director, UAL Decolonising Arts Institute (Principal Investigator)
- Project Co-investigators
- Project Research Fellows
- Decolonising Arts Institute (DeAI)
- Creative Computing Institute (CCI)
- Research Management Administration and Support teams
- UAL central finance and legal

External

- Tate (IRO Partner)
- UK Project Partners
- International Project Partner
- Collaborating Organisations
- Management Board
- Advisory Board
- External stakeholders

Specific Management Responsibilities

Budgets -

- None

Staff -

- None

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Signed: Stephan Barrett   (Recruiting Manager)
Date of last review: Sept 2021   [Type in details]

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Person Specification	
Specialist Knowledge/Qualifications	General administrative knowledge in relation to research projects Undergraduate degree. Desirable An understanding of practice-based research. Desirable
Relevant Experience	Experience of working on a common task as part of a team Experience of administrating and supporting research.
Communication Skills	Communicates effectively orally, in writing and/or using visual media.
Leadership and Management	Supervises and motivates individuals or a team effectively, setting clear objectives to manage performance.
Planning and Managing Resources	Plans, prioritises and organises work to achieve objectives on time.
Teamwork	Works collaboratively in a team and where appropriate across or with different professional groups.
Student Experience or Customer Service	Provides a positive and responsive student or customer service.
Creativity, Innovation and Problem Solving	Uses initiative or creativity to resolve problems

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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.