

**JOB DESCRIPTION AND PERSON SPECIFICATION**

<b>Job Title:</b> Knowledge Exchange Manager	<b>Accountable to:</b> Director Centre for Sustainable Fashion	
<b>Contract Length:</b> Permanent	<b>Hours per week/FTE:</b> 35	<b>Weeks per year:</b> 52
<b>Salary:</b> £44,708 pa	<b>Grade:</b> 6	
<b>College/Service:</b> London College of Fashion, Centre for Sustainable Fashion		<b>Location:</b> 20 John Princes Street, London, W1G 0BJ

**Purpose of Role:**

To take operational responsibility for the management and promotion of a dynamic, high quality knowledge exchange programme, playing a key role in strategic development and building links across the University and other external organisations. A key role within Centre for Sustainable Fashion (CSF), offering a significant contribution to achievement of CSF strategic aims through generation and management of income generating activities with external public and private sector organisations and collaborating with other CSF activity. The post holder will develop and manage a range of projects and related budgets, with related reporting and dissemination activities.

- Duties and Responsibilities:**
- To manage the delivery of CSF’s Knowledge Exchange programme, assisting the Director of Centre for Sustainable Fashion in the in the continuous development of centre and in strategic planning.
  - To build centre profile and leadership in the area of fashion and sustainability through delivery of high quality knowledge exchange projects, development of relationships and communicating of value of CSF’s work across the University and wider networks.
  - To be responsible for the effective and efficient recruitment, deployment and appraisal of team members, including their induction, training and development as appropriate. To motivate individuals to achieve agreed objectives.
  - To manage, monitor and co-ordinate the administration of knowledge exchange budgets and manage plans for a range of projects and activities within agreed time frames and projections. To monitor and take swift action to address risks and issues, to keep activity on track throughout project lifecycle.
  - To develop and maintain policies and strategies in support of CSF Strategic Plan, and the University’s research and knowledge exchange strategies, in consultation with the Director of Centre for Sustainable Fashion.
  - Identification and active development of discussion and communication with CSF Senior Managers, Academic and Research staff and other LCF/ University of the Arts London (UAL) departments, promoting collaborative working and ensuring developments across Centre for Sustainable Fashion and broader Knowledge Exchange programmes within LCF/ UAL.
  - Preparation of statistical and other market and sustainability intelligence information to support Senior Management financial planning, academic and knowledge exchange related development and external partnership and income generating strategies.
  - 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.

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

- CSF Director
- CSF Education for Sustainability Manager
- CSF Administrative and Support team members
- LCF Dean of Enterprise
- UAL Knowledge Exchange Manager

**Specific Management Responsibilities**

**Budgets:** Knowledge Exchange project budgets

**Staff:** Grade 3 Administrative Assistant and contracted staff

**Other** (e.g. accommodation; equipment):

Signed  Date of last review \_\_\_\_\_  
(Recruiting Manager)

**Job Title: Knowledge Exchange Manager    Grade: 6**

Person Specification	
Specialist Knowledge/Qualifications	Relevant professional Programme/Project Management Qualification, e.g. APM Practitioner Qualification, AgilePM, MSP Practitioner (desirable)
	MA in relevant area of study or equivalent industry experience
Relevant Experience	Demonstrable Fashion and Sustainability knowledge and its application to fashion industry practice
	Demonstrable experience in all phases of the project management lifecycle
	Able to combine project management techniques and tools to achieve desired programme and project objectives, engage people and manage relationships.
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: 19/04/2018**