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JOB DESCRIPTION	
Job Title: Online Showcasing Executive	**Accountable to**: Head of Online Showcasing
Contract Length: Permanent **Hours per week/FTE**: 17.5 (0.5)	**Weeks per year**: 52
Salary: £36,532 - £44,865 (£18,266 - £22,432 pro rata)	**Grade**: 4
College/Service: Digital & Technology	**Location**: 272 High Holborn, WC1V 7EY

Purpose of Role

This role will support the ongoing development and promotion of the university's Graduate Showcase and Portfolio platforms, which showcase UAL students' work to global audiences.

Working closely with the Head of Online Showcasing and colleagues across UAL's Colleges and Institutes, the post-holder will play a central role in helping to engage internal stakeholders (students, academics, UAL staff) as well as external stakeholders (creative industry professionals, partners) with a view to increasing the functionality, reach and ongoing success of the platform.

You will have a strong interest in the creative industries and an enthusiasm to support the career progression and ongoing success of UAL's graduates.

Duties and Responsibilities

- Support the Head of Online Showcasing with the continuous improvement of UAL's Graduate Showcase and Portfolio websites.
- Work with the Head of Online Showcasing and comms colleagues across the university to define and communicate the benefits of engaging with the Showcase platform to colleagues and students across UAL.
- Collate and write up case studies and success stories to be shared with internal and external audiences.
- Develop a list of annual events, campaigns and opportunities that Graduate Showcase could tie into (e.g. London Design Festival, COP 27, London Fashion Week).
- Support the Head of Online Showcasing with workshops and meetings, coordinating diaries and writing up actions and requirements.
- Monitor engagement levels during the Showcase season and provide the Head of Online Showcasing with a weekly summary.
- Support the development of accessible user manuals and videos.
- Support colleagues with the timely upload of graduating students' work.
- Work with stakeholders across UAL to identify new and improved functionality that will enhance the user experience of Graduate Showcase website for students, staff and visitors.
- Work closely with colleagues from across UAL's Design and Technology team to implement and test site developments.
- Respond to and escalate enquiries in a timely manner.
- Work with colleagues to identify prevalent and topical themes and explore ways to bring them to life through the site.
- Work with colleagues across UAL to develop a programme of showcase readiness events and resources.
- Support the Head of Online Showcasing with the development of an annual evaluation report.
- Support the Head of Online Showcasing in maintaining and implementing a strategy for the platform.
- Work collaboratively with agencies and teams across UAL to develop and disseminate student and stakeholder-facing campaign materials.
- Regularly check the site and escalate any bugs or reported issues quickly.
- Be an ambassador of UAL's reputation and brand ensuring both are protected and represented in line with established guidelines.
- Build and maintain effective working relationships with internal stakeholders and external suppliers to ensure that shared objectives are realised effectively and efficiently.
- Represent the Department in internal committees, working groups and meetings, and externally at events and conferences.
- Perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University.
- Undertake health and safety duties and responsibilities appropriate to the role.

- Work in accordance with the University's Dignity at Work Policy and the Staff Charter, promoting equality and diversity in your work.
- Personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto.
- 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.
- 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.
- 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

- Head of Online Showcasing.
- Members of the Digital Team and wider Digital & Technology department.
- Communications and events colleagues across colleges and central units.
- College/Institute departments.

Specific Management Responsibilities

Budget management: Not applicable

Staff: Not applicable

Approved: Vicky Creevey
        Head of Online Showcasing

HERA Role Code: 001846   **Last updated:** September 2022

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Person Specification	
Specialist Knowledge/ Qualifications	Educated to degree level or equivalent in an appropriate discipline. Visually literate, with a strong eye for detail. Understanding of a variety of creative disciplines and their unique priorities and challenges. Project management qualification (desirable).
Relevant Experience	Experience of working on relevant projects (e.g. exhibitions, websites, events or campaigns). Experience working in the Higher Education and/or creative sector. Experience of building effective internal working relationships across all levels of seniority and functions. Ability to build effective external working relationships with consultants and technical developers. Proven ability to work independently without direct supervision.
Communication Skills	Strong storytelling skills, able to write engaging case studies. Ability to communicate effectively with a variety of stakeholders including students, senior colleagues and industry contacts. Communicates effectively orally, in writing and/or using visual media.
Professional Practice	Contributes to advancing professional practice in own area of specialism.
Planning and Managing Resources	Plans, prioritises and organises work to achieve objectives on time. Ability to set work for colleagues, freelancers and consultants with clear direction.
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	Uses initiative or creativity to resolve problems.

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.