

## JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job Title:</b> Strategic Development 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 comprehensive programme of inter related projects, events and networks across Centre for Sustainable Fashion's dynamic, high quality programme. Responsible for playing a key role in strategic development and building links across LCF, UAL and external organisations, offering a significant contribution to achievement across all areas of Centre for Sustainable Fashion (CSF) strategic aims. The post holder will devise, develop and manage a range of initiatives and budgets, with related reporting and dissemination activities.

### Duties and Responsibilities:

- To manage the delivery of CSF's Strategic Plan, 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, nationally and internationally, in fashion design for sustainability academic excellence, design leadership, industry innovation, policy and practice through delivery of high quality projects, exhibitions and events, the development of relationships and communicating of value of CSF's work across the University and wider international 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 CSF strategic plans and 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, LCF College Plan and University Strategic Plans, 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, LCF and UAL.
- Preparation of statistical and other design for sustainability intelligence information to support Senior Management strategic and financial planning, academic 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.

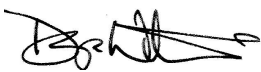
- CSF Director
- CSF Knowledge Exchange Manager
- CSF Education for Sustainability Manager
- CSF Administrative and Support team members
- LCF Deans of schools
- UAL Strategic Development teams

**Specific Management Responsibilities**

**Budgets:** CSF project budgets

**Staff:** Centre Manager 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
	MA in relevant area of study or equivalent industry experience
Relevant Experience	Demonstrable fashion and sustainability knowledge and strategic project development experience
	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**