

**JOB DESCRIPTION AND PERSON SPECIFICATION**

**Job Title - Innovation Manager**

<b>Location:</b> Chelsea College of Arts, Millbank	<b>Salary:</b> £40,454 to £48,534 per annum
<b>Contract Length:</b> Permanent	<b>Hours per week/FTE:</b> 35 / 1.0
<b>Grade:</b> 5	<b>Weeks per year:</b> 52
<b>Accountable to:</b> Strategic Partnerships Manager	<b>Section:</b> Knowledge Exchange

**Purpose of Role**

This post spans three of UAL's six Colleges: Camberwell, Chelsea and Wimbledon Colleges of Arts (CCW) to support the development and delivery of knowledge exchange (KE) activity across: regeneration and business support, collaborative and contract research, consultancy, IP commercialisation, continuing professional development. The role will also support the development and implementation of the CCW KE strategy by successfully identifying and developing KE opportunities aligned with innovation and R&D investment priorities, both within the UK and internationally, and support the alignment of CCW KE and research.

## **Duties and Responsibilities**

### **Development of new KE projects**

- To pro-actively initiate discussions with CCW staff around innovation (regeneration and business support, collaborative and contract research, consultancy, IP commercialisation, continuing professional development), in order to identify and progress new opportunities for developing KE projects.
- To pro-actively engage with HE, business, public and third sector organisations and funders to identify potential new partners for collaboration and funding opportunities.
- Lead on pre and post-award project support to UAL project leads and partners including: Proposal design and partnership development; bid writing; project management and overseeing the recruitment and management of project support staff.

### **Support for KE activities**

- Acting as the first point of contact for project leads and providing effective oversight for pre and post-award management of KE activities and projects, including providing an efficient interface between UAL project leads and central services, incl. Finance, Legal HR etc.
- To liaise with UAL's Research Management and Administration department, regarding the appropriate costing and pricing of activities.
- To manage the negotiation, agreement and sign-off of all contracts, as well as their secure storage, in accordance with the funder's and UAL's Contracts Protocol.
- To oversee the efficient management, monitoring and reporting of progress and outputs for projects both internally and to externally where required, and the timely addressing of project issues.

### **Management of KTP projects**

- Work with the central UAL KTP lead to identify and develop KTPs across CCW and provide an interface between UAL project leads and central services.
- To lead on partner liaison and project management for all KTP projects.
- To support the central UAL KTP lead in establishing the Local Management Committee (LMC) project meetings for KTPs and providing all required documents in advance of all meetings, as well as timely and accurate minutes following each LMC.
- To work closely with Central Finance on the financial management of successfully funded KTP projects, ensuring that all financial reporting to LMC members and the funder(s) is timely and accurate.
- To provide direct support to LMC members with the production of the KTP Final Report, ensuring it is of the highest possible standard.
- To manage all communications materials for KTP, and to act as the first point of contact for KTP enquiries.

## **General**

- To contribute to the development of a KE culture and community at CCW and across UAL, helping to drive positive change as reflected in both qualitative and quantitative metrics (Knowledge Exchange Framework), and to promote evaluation and continuous improvement. This might include, for example, the design and delivery of workshops for engaging staff with KE funding opportunities.
- To perform such duties consistent with the role as from time to time may be assigned, 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 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.

### **Internal**

- Head of R&D Innovation (line manager)
- Associate Deans of Knowledge Exchange and Research
- College academic staff
- College research and KE support staff
- Management and pre- and post-award support staff within UAL's central Research Management & Administration and KE teams
- Central Finance and Legal

### **External**

- UKRI and other relevant funding bodies – especially InnovateUK
- Businesses
- Other external stakeholders/ project partners e.g. universities, businesses and civic and cultural organisations

## **Specific Management Responsibilities**

Budgets: Project budgets, travel and consumables

Staff: KE Projects Co-ordinator, other temporary project support staff as required

Other (e.g. accommodation; equipment): None

HERA reference: 001792

Signed: Jo Ennis CCW (Recruiting Manager)  
31.01.23

PERSON SPECIFICATION	
Specialist Knowledge/ Qualifications	<p>Undergraduate degree in a relevant subject.</p> <p>Current knowledge of creative sector disciplines particularly those relating to art, design and performance.</p> <p>Project Management qualification/training.</p> <p>Knowledge of a range funding to support research, innovation and KE in a higher education context.</p> <p>Knowledge of how to structure an effective business case for investment.</p> <p>A postgraduate qualification (desirable).</p>
Relevant Experience	<p>Experience of working within a university research and innovation environment and familiarity with the mechanisms to support knowledge exchange e.g. KTP, contract research, consultancy etc.</p> <p>Track record in successful bid writing to support R&amp;D innovation projects and economic development activities in the university or creative sectors.</p> <p>Successful track record in developing multi-partner funding proposals in the university or creative sector, working alone or in teams.</p> <p>Experience of successfully developing and maintaining effective networks of potential partners from the private, public and third sector.</p> <p>Experience in the innovation and/or commercialisation of research within the university or creative sectors (desirable).</p>
Communication Skills	<p>Communicates effectively orally and in writing adapting the message for a diverse audience in an inclusive and accessible way.</p>
Leadership and Management	<p>Motivates and leads a team effectively, setting clear objectives to manage performance.</p>
Professional Practice	<p>Contributes to advancing professional practice/research or scholarly activity in own area of specialism.</p>

Planning and Managing Resources	Plans, prioritises and manages resources effectively to achieve long term objectives.
Teamwork	Works collaboratively in a team and where appropriate across or with different professional groups.
Creativity, Innovation and Problem Solving	Suggests practical solutions to new or unique 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.

Last updated: January 2023