

JOB DESCRIPTION	
Job title: Innovation Manager (Fashion, Textiles & Technology)	Accountable to: Industrial Strategy Projects Development Manager
Contract length: Permanent	Hours per week: 35 Weeks per year: 52
Salary: £38,010 to £45,603 per annum	Grade: 5
Service: Academic Development & Services - Knowledge Exchange	Location: John Princes Street (and other UAL campuses)
<p>Academic Development & Services – Knowledge Exchange</p> <p>Academic Development and Services (ADS) is a central support service consisting of departments which develop policy and provide support to both students and the University's wider academic community. The Innovation Manager (Fashion, Textiles & Technology) is part of the Knowledge Exchange (KE) department which sits within ADS and leads on the development and delivery of KE activities across University of the Arts London (UAL).</p>	
<p>What is the purpose of the role?</p> <p>To work collaboratively with academic staff, College-based Business & Innovation teams, Associate Deans of Research; Director, Co-Director and Creative R&D SME Programme Manager of the Arts and Humanities Research Council (AHRC) funded Business of Fashion, Textiles and Technology Creative R&D Partnership; and the Research Management and Administration Department to support the development of KE projects and opportunities across UAL.</p> <p>The role will specifically support the development and management of the Fashion, Textiles and Technology (FTT) programme of innovation-focused activities with external partners (including Knowledge Transfer Partnerships and contract research) aligned with the Government's Industrial Strategy. In addition, working pro-actively to develop new external partnership opportunities through discussions with academic staff and professional networking with businesses, universities and funders.</p>	
<p>Duties and Responsibilities</p> <p>Development of new Fashion Textiles and Technology KE projects</p> <ul style="list-style-type: none"> • To pro-actively initiate discussions with UAL academic staff and business & innovation colleagues across UAL's Colleges and Institutes, in order to identify and progress new FTT opportunities for developing KE projects. • To pro-actively engage with HE and industry to identify potential new FTT partners and opportunities for collaboration across all of UAL's knowledge exchange services. • To pro-actively identify FTT funding and client opportunities, and provide information and training workshops to academic and other UAL staff, regarding the development, management and benefits of KE projects. • To provide support to UAL project leads with all aspects of proposal and partnership development. <p>Support for Fashion, Textiles and Technology KE and Contract Research activities</p> <ul style="list-style-type: none"> • To act as the first point of contact for pre- and post-award management of FTT KE and contract research activities, 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, and the College Research, Business & Innovation teams regarding the appropriate costing & 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 ensure project management support is in place, where relevant, for KE and Contract Research activities, to ensure efficient monitoring and reporting of progress and outputs, and the timely addressing of project issues.
- To provide day-to-day project management and administration support for projects and direct support to the project lead where this is not available locally within Colleges or Institutes.

Management of Fashion, Textiles and Technology KTP projects

- To lead on partner liaison and project management for all FTT related KTP projects.
- To service all Local Management Committee (LMC) project meetings, 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 FTT 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 FTT related KTP, and to act as the first point of contact for FTT KTP enquiries.

General

- To contribute to the development of a wider UAL KE community of practice through, for example, the design and delivery of training workshops for staff engaging in KE projects and activity.
- 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 Equal Opportunities Policy and the Staff Charter, promoting equality and diversity 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.

Key Working Relationships

Managers and other staff, and external partners, suppliers etc.; with whom regular contact is required.

Internal

- Industrial Strategy Projects Development Manager (line manager)
- Management and pre- and post-award support staff within UAL's Research Management and Administration department
- Senior Management, business development and operations staff from all of UAL's College-based Business & Innovation teams
- Senior Research Management, Associate Deans of Research, College research office staff, and the staff of UAL Centres and Institutes, particularly the Digital Anthropology Lab Central Finance and Legal
- UAL academic staff

External

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

Specific Management Responsibilities

Budgets: None

Staff: None

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

Last updated: August 2019

PERSON SPECIFICATION	
Specialist Knowledge/Qualifications	<p>Undergraduate degree.</p> <p>A working knowledge of a broad range of creative sector disciplines.</p> <p>Project Management qualification/training.</p> <p>Knowledge of a range funding to support research, innovation and KE in an HE context.</p> <p>Knowledge of how to structure an effective business case for investment.</p> <p>Current knowledge of the technology innovation landscape for the creative industries (desirable).</p>
Relevant Experience	<p>Successful track record in sales of either consultancy, innovation support or research services in the HE or creative sector.</p> <p>Successful track record in developing multi-partner funding proposals in the HE or creative sector.</p> <p>Experience of multi-stakeholder engagement and management on collaborative projects which include partners from different sectors.</p> <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>Experience in the innovation and/or commercialisation of research or novel technologies within the HE 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.

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