

## JOB DESCRIPTION AND PERSON SPECIFICATION

**Job Title:** Research and Knowledge Exchange Development Coordinator (Stratford)

**Accountable to:** Director of Research & Innovation (Stratford)

**Contract Length:** Fixed term

maternity cover (6 months in the first instance)

**Hours per week/FTE:** 1.0

**Weeks per year:** All

**Salary:** £38,694 - £46,423 pa

**Grade:** 5

**College/Service:** London College of Fashion

**Location:** London College of Fashion, 20 John Princes Street, London, W1G OBJ

### Purpose of Role:

The post holder will develop and support the Director of Research and Innovation (Stratford) in collaborative research engagement through development of external funding opportunities with partners allied to the College's move to Stratford Waterfront.

They will have a track record of supporting the development of successful research funding proposals to UK and international sources, working primarily across transdisciplinary teams, including the science, arts, humanities and social sciences. They will ideally be doctorally qualified, or equivalent, with an interest in research, related policy developments and engaged with research intersecting the many disciplines attached to the wider creative economy.

Key to this post will be demonstrable experience of developing and writing research proposals for medium-high value bids, especially for UKRI Research Council and Industrial Strategy-specific funding opportunities. The post holder may also, as appropriate, support postgraduate teaching and research supervision where required.

### Duties and Responsibilities:

- To work in consultation with the Director of Research and Innovation (Stratford) to develop and implement a strategic multi partner, research funding pipeline, and related initiatives..
- To support the Director of Research and Innovation (Stratford ) in targeting external income from a diverse range of sources including UKRI Research Councils, to Government opportunities and charitable trusts.
- To work with the Director of Research and Innovation (Stratford ) in building and maintaining partnerships across established and new academic, industry and cultural sector networks, to provide focused opportunities for income generation and collaboration in cross-disciplinary research.
- To support the Director of Research and Innovation (Stratford) in developing and maintaining a strong understanding of staff research strengths and expertise, in order to match these appropriately to large scale external funding opportunities and external collaborations, in the UK and internationally.
- To work closely with individual members of staff, and partners PIs - to support preparation, planning and articulation of coherent of research funding bids, and contract research initiatives where appropriate.
- To provide administrative support for research activity, including, developing research materials, coordinating meetings and undertaking tasks on behalf of the Dir R&I.

Work with the Director of Research and Innovation (Stratford), and UALs Research Management Administration (RMA,) to support the planning and preparation of project budgets, resources and timescales,

- To build productive and effective working relationships with academic staff, administrators and senior managers.
- Ensure data on grant submissions and outcomes is always up-to-date and accurate, and to provide robust and timely reporting, internal planning and monitoring, and for external reporting to funders.

- To support and extend the College's existing links with those in research / professional practice and related industries as appropriate to the development, maintenance and delivery of the College's research objectives
- To contribute to research, scholarly activity and or professional practice both individually and through appropriate subject related groups.
- To undertake the teaching duties as appropriate and consistent with your areas of expertise
- 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.
- To personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022).

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

- Director of Research and Innovation (Stratford)
- Project Manager UAL AHRC funded BFTT
- Associate Dean of Research
- Research Centre and Lab Directors
- UAL Research and Management Administration (RMA)
- Selected research contacts within Stratford partners including V&A, UCL and Loughborough University
- External stakeholders including industry; Gov. and public organisations engaged in the development of funding proposals

**Specific Management Responsibilities**

**Budgets:** No

**Staff:** No

**Other:** No

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

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**Grade: 5**

**Person Specification**

Specialist Knowledge/ Qualifications	PhD, Postgraduate qualification or equivalent experience in a relevant field
Relevant Experience	We are seeking a candidate with expertise in developing successful research funding proposals.
	Experience of working with a range of academic expertise, and across UKRI provision.
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 research 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	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	Creative in approach, with practical solutions to new or unique problems
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**Last updated: 29/04/2020**