

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Research Centre Manager –
Design Against Crime (DAC) Research Centre

Accountable to:
Director of Design Against Crime (DAC)
Research Centre

Contract Length: Fixed to 2021 **Hours per week/FTE:** 0.8 FTE **Weeks per year:** 52

Salary: £34,326.00 - £42,155.00 per annum (pro rata) **Grade:** Grade 4

College/Service:
Design Against Crime (DAC) Research Centre

Location: 1st floor Granary Building, Kings Cross

Purpose of Role:

To provide effective and efficient project, financial management and co-ordination of the Design Against Crime (DAC) Research Centre, including its externally-funded research, also to provide similar support for enterprise/knowledge exchange research augmentation and consultancy projects. To provide close support to the Centre Director in terms of managing staff involved in research delivery. To be the first point of contact and liaison with Research Administration and Management regarding matters that impact the DAC Research Centre.

Main duties and responsibilities:

- To manage the complexity of co-ordinating multiple internal/external funded projects as well as bids linked to the DAC Research Centre. This involves establishing strong financial and administrative systems and ensuring that they are delivered effectively to ensure all projects comply with complex UAL protocols.
- To oversee all aspects of the projects in order to achieve the objectives/deliverables on time, to the specified cost, quality and performance.
- To ensure all DAC Research Centre projects comply with funder requirements including research data and budget management. This will also require collating and submitting information to Research Fish and recording research impact.
- To create project management/research schedules to ensure academic staff meet multiple project targets and deadlines.
- To manage and monitor multiple DAC Research Centre budgets (externally-funded research, research augmentation and consultancy), and to make staff aware early when spend is too high or to suggest new ways to more efficiently manage funds and any purchases.
- To manage communication between the DAC Research Centre and finance departments, as well as Innovation, Business & External Relations (CSM) and Research Management and Administration (UAL), providing the highest possible level of service and standards, and being the first point of contact.
- To deliver day-to-day management of Admin Assistant/Centre Administrator and junior design staff - including recruitment, inductions, monitoring time-sheets and allocating appropriate workload.
- To manage the DAC Research Centre office in a professional way which includes ensuring that hot-desking is managed effectively and that the office runs efficiently and in a professional manner.
- To co-ordinate and maintain the DAC Research Centre's archive of work as well as files, records, databases and financial accounts and other day-to-day matters of the Centre's administration.
- To co-ordinate and draft DAC Research Centre reports and provide overall support during the collective iteration of such items, as well as supporting the Centre's Co-Directors and core staff with strategic planning regarding the delivery of Centre activities.
- To co-ordinate and manage DAC Research Centre activities and events including workshops,

seminars, symposia, exhibitions, conferences, meetings etc.

- To manage the production of publicity and newsletters as well as update DAC Research Centre websites for wider audiences.
- To be skilled in the use of Microsoft Office and other application software in order to manage data, prepare high quality reports, schematics, presentations and correspondence on behalf of the Centre Director and academic staff.
- To provide support for DAC Research Centre Postgraduate research student(s) by organising Supervisors' (DAC Research Centre Co-Director's) schedule, ensuring appropriate forms are filled in and filing archived in accordance with UAL requirements.

General duties and responsibilities:

- 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 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:

Research Centre Directors and Centre academic staff

Research Management and Administration (UAL)

Innovation, Business & External Relations (CSM)

Specific management responsibilities:

Budgets: Centre budget and all budgets related to external research funding applications, research augmentation and consultancy budgets.

Staff: Admin Assistant/Centre Administrator, junior design staff and interns.

Signed _____ Date of last review _____
(Recruiting Manager)

Job Title: Research Centre Manager

Grade: 4

Person Specification

Specialist Knowledge/ Qualifications	Extensive knowledge of design against crime/social design/socially responsive design.
Relevant Experience	Extensive experience in co-ordinating design research projects with multiple stakeholders.
Communication Skills	Communicates effectively orally, in writing and/or using visual media.
Leadership and Management	Motivates and leads a team effectively, setting clear objectives to manage performance.
Research, Teaching and Learning	Uses effective teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity.
Professional Practice	Contributes to advancing professional practice/research or scholarly activity in own area of specialism.
Planning and managing resources	Plans, prioritises and organises work to achieve objectives on time.
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.

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.