

JOB DESCRIPTION	
Job title: Research and Innovation Project Manager	Accountable to: EU Research & Innovation Funding Manager
Contract length: Permanent	Hours per week: 35 Weeks per year: 52
Salary: £40,454 - £48,534	Grade: 5
Service: Research Management and Administration (RMA) / Knowledge Exchange (KE)	Location: 5 th Floor, Granary Building, King's Cross
Who are Research Management and Administration (RMA) / Knowledge Exchange (KE) RMA and AE are the central services for the support and delivery of research and knowledge exchange activities across University of the Arts London (UAL).	
What is the purpose of the role? The post-holder's main objectives are to provide comprehensive project management support to academic staff across a portfolio of research, innovation, and knowledge exchange projects – ensuring that all projects are delivered to a high standard and in compliance with funder regulations and University policies, as well as maximising the value of these projects to the University – in terms of research outcomes, outputs, dissemination, impact and follow-on activities.	
Duties and Responsibilities <u>Management and Planning</u> <ul style="list-style-type: none"> To provide and implement an effective and flexible project management services to be used consistently managing a portfolio of research, innovation, and knowledge exchange projects using proven methodologies, such as PRINCE2, PM² or Agile. To provide comprehensive pre-and post award support to research active and teaching staff across University of the Arts London (UAL) in <ul style="list-style-type: none"> identifying appropriate strands of EU, UK and international funding and providing effective technical assistance regarding these schemes for dissemination to academic staff, leading the preparation and development of research, innovation, and knowledge exchange funding applications, working with academic staff to develop funding applications for evaluation and submission by the University. delivering a portfolio of high quality research, innovation, and knowledge exchange funding applications and funded projects. To update UAL and Funders systems and provide technical, monitoring and financial reports as required. Systems include those for finance (Unit4 Agresso Business World - ABW) and research information (Symplectic Elements, Je-S, Funding & Tender Portal SEDIA/SyGMA, E+ Mobility Tool, ORE). To provide advice and support to academic staff in maximising the value of these projects to UAL, through both the project planning and implementation phases – helping academic staff to identify ways of increasing research outcomes, outputs, dissemination, impact, and follow-on activities. To also ensure this is done in collaboration with project partners, to maximise mutual benefits. To ensure all such proposal/projects are delivered in compliance with any relevant external regulations or agreements (e.g. H2020, Horizon Europe, EIT KICs, Erasmus+ KA2/KA3, UKRI, ODA/GCRF, Innovate UK, EuropeAid (INTPA) and other European Commission grants/tenders) as well as in line with all applicable UAL policies (HR, Finance, Procurement, 	

etc.); and to ensure that all staff involved in projects are fully briefed, supported and aware of their responsibilities in meeting these regulations.

- To lead on the implementation of effective project governance structures and processes, and the introduction and maintenance of reporting and monitoring strategies that meet both internal and external requirements (including regular re-forecasting of project budgets).
- To ensure that all contracts relating to such projects are efficiently and effectively negotiated and finalised before the relevant activity begins, as well as ensuring such contracts are appropriately updated, in line with any internal or external governing procedures or protocols (e.g. UAL's Contracts Protocol).
- To identify and implement a digital filing system for retaining a comprehensive and consistent set of project information and documentation for all projects, which will meet any relevant project auditing requirements.
- Act as the first point of contact for the project both internally and for external stakeholders.

Communication

- To liaise and communicate effectively with all levels of UAL staff, external stakeholders and audiences relevant to the delivery and furthering of project-related objectives.
- To provide a regular, consistent and useful summary of project activity, progress and issues to senior RMA and AE staff, ensuring any issues are promptly identified and resolved.
- To liaise with the relevant RMA, College or UAL Communications Teams in delivering a range of outward facing project events, online content and other communications materials, ensuring the international profiling of projects, and the effective dissemination of project outcomes to relevant audiences.
- To ensure any project-related web sites are set up appropriately, through liaison with UAL's Communication and Legal teams, and in line with relevant digital strategies and protocols.
- To design and deliver workshops on all aspects of research project management to all UAL Colleges.
- To undertake all aspects of committee servicing including setting agendas, producing papers, minute taking, briefing and providing advice to committee members, and following up actions.

General

- 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 in 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.

- EU Research and Innovation Manager, Research Funding Manager and Research and Innovation Projects Manager.
- KE and RMA staff
- Academic staff active in research and knowledge exchange across UAL
- College Business Innovation Teams
- HR, Central Finance, Payroll, Procurement, Treasury, Tax and Insurance Services
- Legal Team for contract management support and advice
- UAL Principal Investigators in charge of the proposals/projects and their team involved in the delivery.
- External collaborators, suppliers, and project partners engaged with the project as appropriate.
- Funding agencies, businesses and external colleagues engaged with the project as appropriate.

Specific Management Responsibilities

Budgets: By project

Staff: By project

Other (e.g. accommodation; equipment): By project

PERSON SPECIFICATION

Specialist Knowledge/Qualifications	Relevant undergraduate degree or higher Project management qualification (e.g., PM ² , PRINCE2, or Agile)
Relevant Experience	Experience of managing research and innovation proposal development and projects (including financial/budget management) Experience of knowledge transfer processes in an HE environment. Experience of contracts management
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
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
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.