

JOB DESCRIPTION

Job Title: Project Manager (UAL, Business of Fashion, Textiles and Technology)	Accountable to: BFTT Director
Contract Length: Fixed-term (initially until 31 st March 2023) and for further review, to align with UAL FTTI	Weeks per year: 52
Hours per week: 35	Grade: 6
FTE: 1 (full-time)	Salary: £47,120.00 - £56,771 per annum
College/Service: RMA, and UAL Fashion, Textiles and Technology Institute (UAL, FTTI)	Location: 20 John Princes Street, London, and remotely

Purpose of Role:

UAL Fashion, Textiles and Technology Institute, (FTTI, Oct 2021) builds on the success of the UAL Business of Fashion, Textiles and Technology (BFTT) Creative R&D Partnership, as part of the UK wide £80m Creative Industry Cluster Programme (CICP), delivered by the Arts and Humanities Research Council (AHRC).

The UAL BFTT is a £5.5m initiative, which has achieved £16m additional leverage to date, aimed at accelerating the innovation and growth of sustainability with in fashion, textile and technology related Small and Medium Sized Enterprises (SMEs) via collaborative R&D partnership projects. Supporting an ambitious portfolio of STEM & Humanities research and development, BFTT initiatives span: sustainable design; environmental science; materials engineering and manufacturing; polymer chemistry; anthropology; business and management; computer science; digital design and production; experience economy.

The BFTT R&D Programme works across a strong industry and University partnership including: Loughborough University, Queen Mary University London, University of Leeds, University of Cambridge, University College London, and the Victoria and Albert Museum. The BFTT R&D Programme is also embedded in the UAL Fashion, Textile and Technology Institute, which will be housed in the new UAL, London College of Fashion estate at East Bank, on the Queen Elizabeth Olympic Park (2023).

The post holder will provide project management for BFTT and liaise with Co-Directors/Co-Investigators (Co-Is) across the five Universities, V&A, and over 30 industry partner collaborators. A highly motivated individual, you will significantly contribute to the success of this major AHRC-funded research project involving collaboration with academic, industry and public sector partners, providing support to the project, identifying and allocating appropriate levels of resource and managing the critical path to achieve the project deliverables as they are defined in the grant and partner collaboration agreements. **The post is fixed-term initially until 31st March 2023, and will be open to review in order to align with the UAL Fashion, Textile and Technology Institute.**

Duties and Responsibilities:

- To provide project management of the BFTT Partnership project and to manage the critical path and deliverables to achieve on-time and on-budget delivery.
- To provide comprehensive support to the Director/PI, Co-Director and Co-Is across the HEI partnership in the management of the research award in accordance with the AHRC/UKRI grant agreement and work plan.
- To manage the BFTT project budget, in liaison with the Director and Research Management & Administration (RMA) team at UAL.
- To draft BFTT project plans and reports, including financial, forecasting and progress/annual and

quarterly reports in line with internal and funding body requirements, and monitor and analyse data as appropriate.

- To ensure, with the Director and UAL's Legal team, that all contracts relating to the project are effectively negotiated and implemented in line with any internal or external governing procedures or protocols (e.g. UAL's Contracts Protocol).
- To liaise with the project's academic partners and manage the project's network of industry partners and participants, for the successful implementation of the BFTT project.
- To plan, co-ordinate and promote BFTT project activities and events including team meetings, steering board meetings, workshops, focus groups, roundtables, symposia, conferences, etc. in liaison with the PI and Co-Is and FTTI teams.
- To effectively plan, co-ordinate and manage the project promotional and dissemination programme with the Director/PI, including maintaining the project website/blog, online media, newsletter, marketing and PR activities.
- To manage the day-to-day activities of project staff (e.g. PDRFs where relevant) including responsibility for the recruitment and selection of new staff.
- To service the project meetings including, with the Director, setting agendas, producing and distributing papers, minute taking and following up of action points as appropriate for the implementation of the BFTT project.

General Duties

- 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 Staff Charter and Dignity at Work Policy, promoting equality diversity and inclusion 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 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.

- BFTT Director/Principal Investigator / FTTI Director
- BFTT Co-Director/ Co-Investigators
- BFTT external industry partners, steering board and stakeholders
- SME R&D Manager
- BFTT Researchers (Post-docs and PhDs)
- FTTI Associate Director Business Development & Partnerships
- Research Management and Administration (RMA) and Support teams)
- Knowledge Exchange Team
- UAL finance and legal teams

Specific Management Responsibilities

Budgets: N/A

Staff: N/A

Other: As appropriate

Person Specification	
Specialist Knowledge/ Qualifications	<p>Has a first degree in any discipline. A postgraduate degree, professional qualification, or appropriate research experience is desirable.</p> <p>A qualification in a relevant project management waterfall/agile/hybrid methodology is desirable.</p> <p>Knowledge of methods and approaches to managing complex, high-value projects</p>
Relevant Experience	<p>Experience of managing high-value research projects with multiple partners (including financial/budget management, spreadsheets).</p> <p>Experience managing a large UKRI-funded research and R&D project</p> <p>Experience of managing projects funded under the Creative Industries Clusters, Audience of the Future or similar programmes</p> <p>Experience of organising events/workshops/ conferences and monitoring of budgets.</p> <p>Experience of writing research project reports, writing bid funding and disseminating research information</p>
Communication Skills	<p>Communicates effectively orally, in writing and/or using visual media.</p> <p>Excellent writing skills, with ability to create concise records of meetings, communicate information clearly in emails and create clear informative documents</p>
Planning and Managing resources	<p>Experience handling multiple projects to differing deadlines, with a highly organised approach to work</p> <p>Has demonstrable experience of managing large-scale budgets scale (at least £500k)</p>
Teamwork	<p>Collaborative approach, able to build relationships with colleagues in other areas to produce results</p>
Student Experience or Customer Service	<p>Quick, proactive and engaging in the way you respond to people on social media, on the phones and by email.</p>
Creativity, Innovation and Problem Solving	<p>Able to work with multiple stakeholders to bring forward solutions complex problems, which are often logistical in nature.</p>