

JOB DESCRIPTION	
Job title: Industrial Strategy Projects Development Manager	Accountable to: Director of Knowledge Exchange
Contract length: Fixed term (2 years)	Hours per week: 35 Weeks per year: 52
Salary: £46,423 to £55,932 per annum	Grade: 6
Service: Academic and Development Services	Location: Kings Cross
<p>What is Knowledge Exchange?</p> <p><i>“Knowledge Exchange is a set of activities, processes and skills that enable close collaboration between universities and non-academic partners to deliver commercial, environmental, cultural and societal benefits, opportunities for students, and economic growth.”</i></p> <p>The cross-UAL department of Knowledge Exchange (KE) co-ordinates the development, delivery and monitoring of the University of the Arts London’s Knowledge Exchange Strategy, and its related activities – these include: staff consultancy, contract research, professional training, collaborative R&D, innovation projects involving students, and enterprise support, and works closely with Research Management and Administration and Business & Innovation teams. Knowledge Exchange is one of UAL’s core academic activities alongside Teaching & Learning and Research, and is therefore integral to delivery of the University’s overall Academic and Institutional Objectives.</p> <p>UAL is a leading institution for KE within its disciplines. This is as a result of the University’s extensive global networks of public, private and third sector partners, our highly entrepreneurial students and graduates, our extensive work with local communities, our strong engagement of students with KE activities through course curricula, and our specialist knowledge and practice base.</p>	
<p>What is the purpose of the role?</p> <p>The purpose of this role is to support academic staff and Business & Innovation operations across the University of the Arts London (UAL) in successfully developing and resourcing ambitious strategic partnership projects aligned with the UK Government’s Industrial Strategy. The post-holder will support projects from conception through to completion, providing any development and management support required. The role will also provide direct support to the Director of Knowledge Exchange in any activities supporting the development and delivery of UAL’s Knowledge Exchange strategy.</p>	
<p>Duties and Responsibilities</p> <p>Engagement</p> <ul style="list-style-type: none"> • To lead on the engagement of UAL staff with Industrial Strategy thematics and priorities – building a cross-institutional understanding of alignment with our academic interests and activities, and a positive and energised response to the opportunities it presents. • To lead on identifying appropriate thematics for new research and knowledge exchange activities to be developed that are aligned with Industrial Strategy priorities, and which have the potential to attract private and/or public investment. • To develop and manage appropriate external networks to ensure that strategic intelligence regarding funding, policy and other relevant developments is received in a timely fashion. • To develop and manage networks of potential strategic partners from the private, public and third sectors for research, innovation and knowledge exchange projects (primarily at the regional and national levels). 	

- To lead on gaining the support and engagement required from relevant UAL colleagues (e.g. in Finance, Estates, Legal, Communications & External Affairs, etc.) in the realisation of these larger scale strategic activities.
- To achieve all of the above by working in close partnership with Research Management and Administration, College Research Offices, and College Business & Innovation teams.

Project Development and Funding Support

- To lead in the identification of large scale strategic activities with potential for a regional or national level of economic impact, and with a high potential to leverage either Industrial Strategy-related public funding and/or large scale private or other public sector investment.
- To identify (at an early stage) relevant regional, national or international sources of funding or investment.
- To lead in the co-ordination and development of college-based or cross-university funding applications or investment proposals – for both large scale revenue and capital projects – providing expert support with bid/proposal development, including bid writing, partner management, and project budgeting as appropriate.

Project Support

- To ensure that all funded projects have the processes and resources put in place to meet the compliance needs of both UAL and the funder, and that UAL maximises the institutional value of these projects.
- To ensure that any opportunities for further development of relationships with partners, towards increased income generation for UAL are identified and appropriately managed through liaison with the College Business & Innovation teams.
- To provide contract management support (where required) to academic staff and the wider UAL Research Management & Administration service - ensuring appropriate contracts are put in place, and complex issues resolved, in accordance with UAL's Contracts Protocol.
- To provide robust support for administrative staff in implementing UAL's contractual, IP and financial management policies and protocols.
- To represent UAL at external network meetings as required, which may take place in the evenings, outside London, and overseas.

Monitoring and Reporting

- To report to University groups and committees, as directed by the Director of Academic Enterprise or the Associate Director: Knowledge Exchange.
- To contribute to the management of quality, audit and other external assessment.
- To contribute to the collection, monitoring and reporting of HEBCI data.

Other

- 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

Internal

- Academic staff
- KE department colleagues
- Research Management & Administration colleagues
- College Directors of Business and Innovation, College Associate Deans of KE, College Associate Deans of Research, Chairs of College KE Committees, Head of Careers and Employability
- Staff working on/supporting research, innovation and KE-related activities across UAL

External

- Key contacts at funding bodies, other HEIs, professional bodies, and other relevant government agencies and/or departments, etc.

Specific Management Responsibilities

Budgets: Project budgets, travel and consumables

Staff: 2 x Innovation Managers, as well as project managers & administrators

Other (e.g. accommodation; equipment): Overseeing post-award management of funded projects

Last updated: 2nd October 2020

PERSON SPECIFICATION

Specialist Knowledge/Qualifications	<p>Relevant undergraduate and/or postgraduate qualification.</p> <p>Knowledge of Industrial Strategy and related national and regional economic development policies/strategies, and related national and regional funding schemes.</p> <p>Knowledge of national and regional creative industries and culture-led regeneration policies</p>
Relevant Experience	<p>Track record in successful bid writing to support large-scale multi-disciplinary and multi-partner projects across the research, innovation and KE spectrum, working alone and in teams.</p> <p>Experience of successfully developing and maintaining effective networks of potential partners from the private, public and third sector</p>
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 in own area of specialism
Planning and managing resources	Plans, prioritises and manages resources effectively to achieve long term objectives
Teamwork	Builds effective teams, networks or communities of practice and fosters constructive cross team collaboration
Student experience or customer service	Contributes to improving or adapting provision to enhance the student experience or customer service
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.