

JOB DESCRIPTION	
Job Title: R&D Coordinator	Accountable to: SME R&D Manager
Contract Length: Fixed-term (initially until 31 st March 2023) and for further review	Weeks per year: 52
Hours per week: 35	Grade: 4
	Salary: £35,468.00 - £43,558.00 per annum
College/Service: Fashion, Textiles and Technology Institute (FTTI)	Location: 20 John Princes Street, London, and remotely
<p>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).</p> <p>The UAL BFTT R&D Programme is a multi-million pound initiative 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. The BFTT R&D Programme is embedded in FTTI and 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</p> <p>The R&D Coordinator will work closely with the SME R&D Manager and relevant project teams to support completion of the portfolio of active projects, each of between 12 and 15 months in length. Each collaborative Project Team includes the Company Lead (from the Company), Academic Mentor (from the University) and the Project Lead (employed by the university to deliver the substantive work of the project). The post is fixed-term initially until 31st March 2023, and will be open to further review to align with the FTTI.</p>	
<p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> • Support the SME R&D Manager in the day-to-day running of the BFTT SME R&D programme, and other related activities. The post holder will be the first point of contact for the businesses in the R&D Programme. • Attend regular project meetings with the various project teams (weekly, fortnightly, monthly). Facilitate meetings where necessary • Schedule and minute quarterly and final project meetings and support the delivery of quarterly reports if necessary. • Oversee and approve R&D Project financial claims – in liaison with the Finance Department and in accordance with programme guidelines. • Provide ad-hoc support any requested area, namely: Financial – Liaise with the Finance Department on budget virements, financial claim submissions, advice on claims; Legal – Liaise with the UAL Legal Team on contract variations and any contract set ups; Specific project delivery problems resolution – e.g. partnership developments, project work plan barriers etc. 	

- Support SMEs in the identification and submission of funding bid, ranging from small regional bids to UKRI bids
- Support SMEs in business development activities (e.g. advise on business cases, new product developments etc.)
- Provide communications support SMEs and BFTT programme, including providing communications guidance for BFTT SMEs and enabling BFTT teams to access SME content when necessary
- Identify and communicate new BFTT / FTTI or other opportunities to SMEs.
- Create connections between BFTT staff, or SME to SME, as opportunities are identified.
- Development and delivery of additional projects involving partner engagement, communications support, process development and implementation

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.

- Principal Investigator, Co-Investigators & Post-doctoral Researchers
- FTTI SME R&D Manager, BFTT Project Manager
- Project Leads on R&D Projects
- Company Leads on R&D Projects

Specific Management Responsibilities

Budgets: N/A

Staff: N/A

Other: As appropriate

Person Specification	
Specialist Knowledge/ Qualifications	<p>A degree or equivalent relevant qualification</p> <p>Knowledge of Textiles and/or Design, with a good understanding of sustainably in the fashion and textiles fields.</p> <p>A good understanding of innovation and business acceleration</p>
Relevant Experience	<p>Significant demonstrable relevant experience of working in collaborative environments with multiple stakeholders.</p> <p>Experience of working with (or in) industry – ideally SMEs and start-ups.</p> <p>Experience of working in a research environment in Higher Education (desirable)</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>
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>