

## JOB DESCRIPTION

<b>Job Title:</b> Industrial Strategy Projects Development Manager	<b>Salary:</b> £43,961 with potential for contribution pay up to £59,010 pro rata
<b>Contract Length:</b> Permanent	<b>Hours per week/FTE:</b> Full Time, although consideration will be given to part-time working
<b>Grade:</b> 6	<b>Location:</b> Central London
<b>Accountable to:</b> Associate Director: Knowledge Exchange	<b>Section:</b> Operations & External Affairs/Academic Enterprise

### Purpose of Role:

The department of Academic Enterprise (AE) leads the University of the Arts London's third stream income operations and is integral to the University's long term development. Its mission is to increase the amount of income generated by the University from non-core teaching and research activities. It builds on, and includes, the successful college and research based knowledge operations, UAL Short Courses Ltd, UAL Awarding Body, and the Language Centre. Academic Enterprise not only integrates and bolsters a wide range of business and client facing work across the University but is also developing new products and services for new and existing markets.

Academic Enterprise is a successful, growing, department with a combined turnover of £31m in 2016/17, mostly from B2C activities but also including a significant HEIF contribution. There are approximately 230 staff working in Academic Enterprise operations in all UAL's colleges as well as central university services. Around 70,000 students study on short courses or qualifications offered by AE business units.

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 postholder will support projects from conception through to completion, providing any development and management support required. The role will also provide direct support to the Associate Director: Knowledge Exchange in any activities supporting the development and delivery of UAL's Knowledge Exchange strategy.

### Duties and Responsibilities

#### Engagement

- To lead on the engagement of UAL staff with Industrial Strategy themes 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 themes for new 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 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 the 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 the 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 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.

Key Working Relationships: Managers and other staff and external partners, suppliers etc; with whom regular contact is required.

Academic Enterprise; College Business & Innovation teams; Legal; Finance; Procurement  
Research Management and Administration; Development; Communications and External Affairs  
External funders, Local, Regional and National Government Departments/Agencies

### Specific Management Responsibilities

Budgets: Project budgets, travel and consumables

Staff: None – potentially Project Managers and Administrators

Other (e.g. accommodation; equipment): None

*Signed: Alisdair Aldous – Associate Director: Knowledge Exchange  
(Recruiting Manager)*

*Date of last review: 8<sup>th</sup> September 2017*



**Job Title: Research and Enterprise Manager**

**Grade: 6**

**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.</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 regional or national level economic development activities, 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	<p>Communicates effectively orally and in writing adapting the message for a diverse audience in an inclusive and accessible way</p>
Leadership and Management	<p>Motivates and leads a team effectively, setting clear objectives to manage performance</p>
Professional Practice	<p>Contributes to advancing professional practice in own area of specialism</p>
Planning and managing resources	<p>Plans, prioritises and manages resources effectively to achieve long term objectives</p>
Teamwork	<p>Builds effective teams, networks or communities of practice and fosters constructive cross team collaboration</p>
Student experience or customer service	<p>Contributes to improving or adapting provision to enhance the student experience or customer service</p>
Creativity, Innovation and Problem Solving	<p>Suggests practical solutions to new or unique problems</p>

**Last Updated: 8<sup>th</sup> September 2017**