university
of the arts
london

london college
of fashion

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**JOB DESCRIPTION AND PERSON SPECIFICATION**

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| **Job Title:** Technology Development Manager for Fashion Innovation Agency | **Accountable to**: Head of Fashion Innovation Agency |
| | **Hours per week/FTE**: 35 |
| **Contract Length**: Fixed term contract to July 2020 | **Grade:** 6 |
| **Salary:** £44,708 pa | |
| **College/Service:** London College of Fashion/ Enterprise | **Location:** London College of Fashion,  20 John Princes Street, W1G 0BJ |

**Purpose of Role:**

The Fashion Innovation Agency (FIA) at London College of Fashion (LCF) sits within the Business and Innovation unit and is a growing creative consultancy business at the heart of LCF's Knowledge Exchange strategy. The post holder will work closely with the Head of the FIA and the FIA Business Manager on ground-breaking Fashion-Technology projects. They will be responsible for seeking out new opportunities within emerging technologies to create effective collaborations, strategically leveraging their existing networks to initiate new projects. The role involves formulating ideas for fashion-technology projects, preparing and delivering presentations, planning, managing and promoting FIA projects, to ultimately ensure that the FIA and LCF remains at the forefront of this dynamic sector.

**Duties & Responsibilities:**

- To work closely with the Head of the FIA and the FIA Business Manager to develop & implement strategic technology projects that will advance the fashion industry.

- To keep up-to-date with developments within the technology industry and to use this, along with existing knowledge, to identify new opportunities/applications for the technology within the fashion industry where it can be leveraged most effectively, and for this expertise to subsequently inform the planning, development and delivery of FIA projects.

- To prepare presentations to clients and support on pitching project concepts and ideas in meetings.

- To set up and facilitate 'meet-up' events for technology and fashion companies, encouraging collaboration that will lead to new products, services and processes.

- To work with the Head of the FIA and the FIA Business Manager to devise and deliver an annual conference, around fashion-technology innovation.

- To work with the Head of the FIA and the FIA Business Manager to set innovation challenges to encourage SMEs to create/prototype new ideas within the Fashion-Technology space.

- To work with LCF's film team, as well as LCF's internal/external communications team to ensure FIA projects generate great content and are promoted to maximum effect.

- To manage the delivery and operations of a high-quality client-focused service, assisting the Head of FIA in the continuous development of the services and in strategic planning.

- Developing strategy for future external funding opportunities and supporting bid writing for external funding bids and initiatives

- To line manage staff as appropriate. To include induction, probation, 1:1 meetings and appraisals.

- Ensuring that finances for all projects are effectively managed, that work is efficiently scheduled and that client relationships are sustained to the long-term benefit of the College and University.

- To work closely with the LCF Contracts Manager to ensure that contract negotiations are conducted in the best interests of the College/ University and in line with the UAL procedures.

- To contribute to the development and maintenance of the FIA's contracting policies and procedures, ensuring

that issues relating to the services are fully incorporated.

- To identify opportunities and develop initiatives in support of the College and University's Academic Enterprise and Knowledge Exchange strategies, in consultation with the Head of the FIA and the Director Business & Innovation and supporting collaborative working with other enterprise facing departments.

- To initiate student facing projects with technology companies and to manage these effectively to ensure high quality outcomes are achieved for everyone involved and where possible through these projects for LCF to acquire hardware and software packages for students' benefits.

- To widen the FIA's network of technology companies by actively networking at industry events.

- To represent the FIA at meetings, including the Enterprise Network Group.

- To liaise and communicate effectively with all levels of industry, enterprise team, college and University staff.

- To perform such duties consistent with your role as may from time to time be assigned to you 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 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.

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**Key Working Relationships:** Managers and other staff, and external partners, suppliers etc; with whom regular contact is required.
- Director of Business & Innovation
- Head of FIA
- FIA Team
- Centre for Fashion Enterprise (CFE)
- Digital Anthropology Lab
- Digital Learning Lab
- LCF Internal and External Communications Team
- LCF and Central Finance
- Clients

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**Specific Management Responsibilities**

Budgets:  Yes

Staff: Yes

Other : Equipment and resources as appropriate

**Job Title:  Business Manager, Fashion Innovation Agency**
**Grade:      6**

| Person Specification | |
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| Specialist Knowledge/ Qualifications | Bachelor's Degree  _____  Knowledge and understanding of emerging technologies including but not limited to:<br>• AR/VR/Mixed Reality;<br>• Wearable Technology; Sensors and Internet of Things;<br>• Artificial Intelligence;  _____  Knowledge and understanding of fashion-technology, including recent projects and advancements in this field  _____  Microsoft Word, Excel, PowerPoint or Keynote, Outlook – advanced |
| Relevant Experience | Experience of working with emerging technologies to deliver projects for clients  _____  Professional commercial and customer service experience  _____  A proven track record in project management, managing multiple projects simultaneously, developing critical path planning and analysis, and scheduling resources effectively  _____  Creating compelling and exciting pitch presentations  _____ |

| | Experience of delivering pitches or presentations<br>_____<br><br>Negotiation with clients to achieve satisfactory outcomes to the benefit of the business<br>_____<br><br>Ensuring legal and contractual obligations and following set financial procedures |
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| Communication Skills | Communicates effectively orally, 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 | 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 |

The application form sets out a number of competence questions related to some of the following selection criteria. Shortlisting will be based on your responses to these questions. Please make sure you provide evidence to demonstrate clearly how you meet these criteria.

**Last updated: 25/1/2018**