

JOB DESCRIPTION		
Job Title: IP Educator	Accountable to: Head, Careers and Employability	
Contract Length: in the first instance 1 Year	Hours per week/FTE: 37	Weeks per year: 52
Salary: £33,090-£40,638	Grade: 4	
College/Service: ADS, Careers & Employability	Location: High Holborn	
Purpose of Role: It is important to the University that all students graduate with a basic awareness of IP and its value for entrepreneurship and innovation, and the knowledge of where to find information and expert help when it is needed. To this end the IP Educator will develop and run an intellectual Property (IP) education service across the university which focusses on delivering IP education in co-curricular and extracurricular settings, support staff to integrate IP education in the curriculum, and works in liaison with external agencies and specialist law firms and the Legal department in UAL to bring external expertise to the benefit of students.		
Duties and Responsibilities <ul style="list-style-type: none">• Support academics and other colleagues across the institution to embed IP in their curriculum, developing IP teaching resources, and delivering staff training and briefings• Design and deliver a co-curricular and extracurricular workshop series for students with guidance from the Legal team, covering various aspects of IP including the use of webinar and online learning platforms• Design teaching resources including materials and session plans to be used by colleagues across the institution.• Liaise with colleagues across the exchange to support Teaching and Learning including supporting staff to access the curriculum development fund to further IP education within the curriculum.• Maintain relationships with the Legal Team and agree on provision of guest speakers and other organisations' pro-bono services.• Work with external partners to commission and create online IP learning content• Work in collaboration with the Enterprise Team in Careers and Employability to ensure IP support for students as emerging entrepreneurs• Develop, maintain and promote the IP education website, including the development of relevant information and updates• Seek opportunities for project funding and other external collaborations• Liaise with external bodies such as EIPTN (European IP Teachers Network), IPAN (Intellectual Property Awareness Network), DACS (Design and Artist Copyright Society) to ensure the relevance and currency of the UAL IP education offer.• 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 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: Managers and other staff, and external partners, suppliers etc; with whom regular contact is required.

- Head, Careers and Employability
- College and Curriculum manager
- Employability Practitioners
- Legal Team

Specific Management Responsibilities

Budgets: None

Staff: Project based leadership required for leadership of cross college initiatives.

Other (e.g. accommodation; equipment):

Signed _____ Date of last review _____
(Recruiting Manager)

Job Title: IP Educator

Grade: 4

Person Specification

Specialist Knowledge/ Qualifications	<p>Educated to postgraduate degree level in law (essential)</p> <p>In depth knowledge of intellectual property and its relevance to the creative sector (essential)</p> <p>Understanding or experience of the creative industries (desirable)</p> <p>Law Practice Qualification (desirable)</p> <p>PGCert (desirable)</p> <p>Excellent in depth knowledge of professional practice of at least one creative sector (essential)</p> <p>Working knowledge of various social media platforms such as Twitter or Facebook and/or content management systems (essential)</p> <p>Working knowledge of e-learning software or platforms (e.g. Moodle, Gotowebinar, Blackboard) (essential)</p>
Relevant Experience	<p>Demonstrable experience of teaching (Essential)</p> <p>Demonstrable experience of applying knowledge of IP to educate and/or add value to creative businesses (essential)</p> <p>Experience of organising and promoting events (desirable)</p> <p>Experience of managing a website or blog including writing and promoting content through social media (desirable)</p> <p>Experience of commissioning and editing content for online or print publication (desirable)</p> <p>Project Management (desirable)</p>
Communication Skills	<p>Communicates effectively orally, in writing and/or using visual media.</p>

	Ability to present complex ideas in an engaging way to students and to staff
Leadership and Management	Motivates and leads a project team effectively, inspiring colleagues to collaborate and implement new initiatives.
Research, Teaching and Learning	Ability to design and deliver educational workshops and talks Ability to develop online learning resources Uses effective teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity
Professional Practice	Contributes to advancing professional practice/research or scholarly activity in own area of specialism
Planning and Managing Resources	Plans, prioritises and organises work to achieve objectives on time
Teamwork	Works collaboratively in a team and where appropriate across or with different professional groups.
Student Experience or Customer Service	Builds and maintains positive relationships with students and staff
Creativity, Innovation and Problem Solving	Ability to spot opportunities for developing the IP education service. Uses initiative or creativity to resolve problems