

Job Description

Knowledge Exchange: Placemaking Projects Co-ordinator

| Job Description | |
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| College/Service London College of Communication Academic Strategy | Location Elephant and Castle |
| Contract Length Fixed-term 6 months | Hours per week / FTE 28 hours / 0.8 fte |
| Accountable to Associate Dean, Knowledge Exchange | Weeks per year 26 |
| Salary £36,352 - £44,865 p.a. (pro-rata - £29,081 – £35,892) | Grade 4 |

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| Purpose of Role <ul style="list-style-type: none"> To work independently and collaboratively as a member of South London Placemaking Working Group providing a professional, high quality, student and partner-facing service, supporting and advising the Associate Dean, Knowledge Exchange and Director of Business and Innovation to ensure implementation of strategic priorities are met in accordance with University policy and procedures are complied with. To work closely with the Associate Dean, Knowledge Exchange coordinating project proposals as well as project implementation and day-to-day monitoring of events and activities. To ensure an effective and efficient project administration is in place to support specified knowledge exchange activities within the South London Placemaking Group and maximise the impact of projects to the the College and UAL. |

Job Description

Duties and Responsibilities

- To provide comprehensive support to the college, including deputising for the Associate Dean and other members of the KE team as required.
- To ensure the effective and efficient running of specified projects, promoting the College's Strategic Plan, University policies and procedures and ensuring teams are fully briefed and aware of their responsibilities in meeting goals and workplan requirements.
- To co-ordinate placemaking project networks, project communication and reports including setting of agendas, collation and analysis of background materials and undertaking following up actions from meetings
- To co-ordinate project reports and partner updates, project related events and activities as planned.
- To introduce and maintain effective reporting and monitoring strategies for specified projects, keeping the appropriate partners, team members and wider networks informed.
- To provide specialist advice and support to the South London Placemaking Working Group on contract and other matters relating to specific projects' scope of work.
- To be fully versed in project-related operational functions of UAL, LCC, recognised university and industry engaged automated systems
- To manage specified projects towards achievement of LCC plans.
- To monitor and record specified project progress against outputs and targets.
- To co-ordinate absence cover as necessary in order to ensure the provision of a quality professional service at all times.
- To demonstrate a commitment to make use of all information and communications to meet the requirements of the role and promote organisational effectiveness
- To assist with diary management, minutes of meetings, expenses, travel and any other arrangements to assist with the work of the department and the college.
- To be flexible and offer project support and direction to other projects in the college or university

- 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).

Key Working Relationships –

Managers and other staff, and external partners, suppliers etc. with whom regular contact is required.

LCC Associate Dean for Knowledge Exchange

LCC Director Business and Innovation

Dean of Screen School

Specific Management Responsibilities

Budgets

- co-ordination of specified project budgets

Staff

- contracted staff as required

Other (e.g. accommodation; equipment)

Signed _____ (Recruiting Manager)

Date of last review 08/09/2021

HERA Ref: 000878

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| Specialist Knowledge/ Qualifications | <p>Project Coordination or Management of placemaking activities</p> <hr/> <p>Honours degree in relevant subject area or equivalent experience Postgraduate degree in relevant subject area (desirable) Knowledge of screen, media and digital and their application in education and / or industry (desirable)</p> |
| Relevant Experience | <p>Specialist project management expertise and proven ability to co-ordinate or manage defined resources and budgets</p> <hr/> <p>Proven ability of day-to-day management of events, activities or programmes</p> <hr/> <p>Proven ability of working independently and prioritising workloads</p> |
| Communication Skills | Communicates effectively orally, in writing and/or using visual media. |
| Leadership and Management | Motivates and leads a team effectively, setting clear objectives to manage performance |
| Research, Teaching and Learning | 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 | |

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| Customer Service | Builds and maintains positive relationships with students or customers |
| Creativity, Innovation and Problem Solving | Uses initiative or creativity to resolve 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: 08/09/2021

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