

JOB DESCRIPTION	
Job title: Innovation Manager	Accountable to: Research and Innovation Projects Development Manager
Contract length: Fixed term (maternity cover)	Hours per week: 35 Weeks per year: 52
Salary: £38,694 to £46,423 per annum	Grade: 5
Service: Knowledge Exchange (Academic Development and Services)	Location: Kings Cross (and other UAL campuses)
<p>What is Knowledge Exchange?</p> <p><i>“Knowledge Exchange is a set of activities, processes and skills that enable close collaboration between universities and non-academic partners to deliver commercial, environmental, cultural and societal benefits, opportunities for students, and economic growth.”</i></p> <p>The cross-UAL department of Knowledge Exchange (KE) co-ordinates the development, delivery and monitoring of the University of the Arts London’s Knowledge Exchange Strategy, and its related activities – these include: staff consultancy, contract research, professional training, collaborative R&D, innovation projects involving students, and enterprise support, and works closely with Research Management and Administration and Business & Innovation teams. Knowledge Exchange is one of UAL’s core academic activities alongside Teaching & Learning and Research, and is therefore integral to delivery of the University’s overall Academic and Institutional Objectives.</p> <p>UAL is a leading institution for KE within its disciplines. This is as a result of the University’s extensive global networks of public, private and third sector partners, our highly entrepreneurial students and graduates, our extensive work with local communities, our strong engagement of students with KE activities through course curricula, and our specialist knowledge and practice base.</p>	
<p>What is the purpose of the role?</p> <p>To work collaboratively with academic staff, College-based Business & Innovation teams, Associate Deans of Research and the Research Management and Administration Department to support the development of knowledge exchange (KE) projects and opportunities across University of the Arts London (UAL).</p> <p>The role will specifically support the development and management of innovation-focused projects and activities with external partners (including Knowledge Transfer Partnerships and contract research) that are aligned with the Government’s Industrial Strategy priorities, and work pro-actively to develop new external partnership opportunities through discussions with academic staff and professional networking with businesses, universities and funders.</p>	
<p>Duties and Responsibilities</p> <p>Development of new KE projects</p> <ul style="list-style-type: none"> • To pro-actively initiate discussions with UAL academic staff and Business & innovation colleagues across UAL’s Colleges and Institutes, in order to identify and progress new opportunities for developing KE projects. • To pro-actively engage with HE and industry to identify potential new partners and opportunities for collaboration across all of UAL’s knowledge exchange services. • To pro-actively identify funding and client opportunities, and provide information and advice to academic and other UAL staff, regarding the development, management and benefits of KE projects. • To provide support to UAL project leads with all aspects of proposal and partnership development. 	

Support for KE and Contract Research activities

- To act as the first point of contact for pre- and post-award management of KE and contract research activities, providing an efficient interface between UAL project leads and central services, incl. Finance, Legal HR etc.
- To liaise with UAL's Research Management and Administration department, and the College Business & Innovation teams regarding the appropriate costing & pricing of activities.
- To manage the negotiation, agreement and sign-off of all contracts, as well as their secure storage, in accordance with the funder's and UAL's Contracts Protocol.
- To ensure project management support is in place, where relevant, for KE and Contract Research activities, to ensure efficient monitoring and reporting of progress and outputs, and the timely addressing of project issues.
- To provide day-to-day project management and administration support for projects and direct support to the project lead where this is not available locally within Colleges or Institutes.

Management of KTP projects

- To lead on partner liaison and project management for all KTP projects.
- To service all Local Management Committee (LMC) project meetings, providing all required documents in advance of all meetings, as well as timely and accurate minutes following each LMC.
- To work closely with Central Finance on the financial management of successfully funded KTP projects, ensuring that all financial reporting to LMC members and the funder(s) is timely and accurate.
- To provide direct support to LMC members with the production of the KTP Final Report, ensuring it is of the highest possible standard.
- To manage all communications materials for KTP, and to act as the first point of contact for KTP enquiries.

General

- To contribute to the development of a wider UAL KE community of practice through, for example, the design and delivery of workshops for engaging staff with KE funding opportunities.
- To perform such duties consistent with your role as from time to time may 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).
- 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 accordance to 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.

Internal

- Research and Innovation Projects Development Manager (line manager)

- Management and pre- and post-award support staff within UAL's Research Management and Administration department
- Senior Management, business development and operations staff from all of UAL's College-based Business & Innovation teams
- Associate Deans of Research, College research office staff, and the staff of UAL Institutes
- Central Finance and Legal
- UAL academic staff

External

- UKRI and other relevant funding bodies – especially InnovateUK
- Businesses
- Other external stakeholders/ project partners e.g. universities, civic or cultural organisations

Specific Management Responsibilities

Budgets: None

Staff: None

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

Last updated: February 2021

PERSON SPECIFICATION

Specialist Knowledge/Qualifications	<p>Undergraduate degree.</p> <p>A working knowledge of a broad range of creative sector disciplines.</p> <p>Project Management qualification/training.</p> <p>Knowledge of a range funding to support research, innovation and KE in an HE context.</p> <p>Knowledge of how to structure an effective business case for investment.</p> <p>Current knowledge of the technology innovation landscape for the creative industries (desirable).</p>
Relevant Experience	<p>Successful track record in sales of either consultancy, innovation support or research services in the HE or creative sector.</p> <p>Successful track record in developing multi-partner funding proposals in the HE or creative sector.</p> <p>Experience of multi-stakeholder engagement and management on collaborative projects which include partners from different sectors.</p> <p>Experience of working within a university research and innovation environment and familiarity with the mechanisms to support knowledge exchange e.g. KTP, contract research, consultancy etc.</p> <p>Experience in the innovation and/or commercialisation of research or novel technologies within the HE or creative sectors (desirable).</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/research or scholarly activity in own area of specialism.</p>

Planning and Managing Resources	Plans, prioritises and manages resources effectively to achieve long term objectives.
Teamwork	Works collaboratively in a team and where appropriate across or with different professional groups.
Creativity, Innovation and Problem Solving	Suggests practical solutions to new or unique problems.

Please make sure you provide evidence to demonstrate clearly how you meet these criteria, **which are all essential unless marked otherwise**. Shortlisting will be based on your responses.

Last updated: February 2019