

## JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job Title:</b> Creative R&D Business Programme Manager,	<b>Accountable to:</b> BFTT Directors
<b>Contract Length:</b> 3.5 years	<b>Weeks per year:</b> 52
<b>Hours per week/FTE:</b> 35/1 (possibility of Job Share)	<b>Grade:</b> 6
<b>College/Service:</b> London College of Fashion	<b>Location:</b> John Princes Street

### Purpose of Role:

University of the Arts London has been awarded one of nine game-changing R&D partnerships as part of the Government's investment in the UK's creative industries, under the banner of the flagship Industrial Strategy Challenge Fund initiative. Line managed by the Business for Fashion, Textiles and Technology (BFTT) Creative R&D Programme (CRDP) Directors, the post holder will lead the **Creative R&D Business Programme (CR&DP)** – a multi-million pound initiative aimed at accelerating the growth of fashion, textile and technology SMEs through University-industry collaborative R&D partnerships and projects. Working with the CRDP BFTT Directors, the post will coordinate programme design, recruitment and selection of SME participants, the monitoring of placements and reporting to funding bodies, and overall management of the programme.

Working with the BFTT Directors, and liaising with equivalent roles internally and at external partner organisations, the post holder will help to identify established SMEs who could benefit from time, space and expert resources to undertake R&D activity which will lead to product and service innovations. The CR&DP Programme Manager will support the BFTT Directors in building a state-of-the-art R&D vehicle for fashion, textile and technology SMEs, which will act as a blueprint for other initiatives in the future.

The post-holder will be familiar with existing knowledge transfer partnership / exchange (KT/KE) and research programmes for SMEs, and will support the team with cultivating innovation in this space. Liaising with Research Centres, academics, world-leading industry mentor partners and SME award recipients and fund holders, the post holder will take responsibility for delivering and evidencing impact for small business participants and the FTT cluster.

The programme comprises a minimum of 14 high-value funded opportunities for established FTT firms, who will be supported through a staged competitive bidding process, including provision of pre-application support for business value proposition development and proposal writing – to be provided by the post holder as part of a team of business development support across the CR&D partnership.

The post holder will work closely with successful SME applicants to ensure that the aims and objectives of their individual R&D projects are met and documented, and will take responsibility for the accurate reporting of progress and success. Additionally, the post holder will support unsuccessful applicants to the CR&DP scheme in pursuing alternative funding sources for their projects, such as Innovate UK, Angel investors and venture capital.

### Duties and Responsibilities:

#### Programme Management:

- To assist the BFTT Directors in constructing a competitive process for SME applications to the programme, tailored to the needs of the fashion, textile and technology sector.
- To develop a comprehensive, multi-channel marketing and recruitment programme to support the scheme.
- To help SME applicants to develop and present innovative, competitive and feasible R&D projects at application stage.
- To ensure that unsuccessful applicants are supported in applying to alternative opportunities, such as

Innovate UK's KTP scheme.

- To work with the team of industry mentors, Research Centres and academic experts to match successful SME applicants with relevant expertise.
- To monitor project progress and undertake quarterly reporting for the programme funding body.
- To evaluate projects at pre-defined intervals and at project conclusion, so as to demonstrate economic growth through a range of KPIs as a result of this R&D activity.
- To contribute to the BFTT management and steering group meetings by providing updates on the CR&DP programme.
- To create a toolkit of resources to help SMEs construct Innovate UK KTP applications.

**General:**

- To report to the BFTT Directors and to plan and manage budgets and income for the CR&DP programme.
- To travel as necessary to build and maintain networks and visit potential new programme opportunities.
- To contribute to the development, communication and promotion of the BFTT's core purpose, vision, mission and values.
- To commit to CPD and effective use of the University's Planning, Review and Appraisal scheme (PRA) and staff development opportunities which may be of value to the post holder and the BFTT team.
- 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 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.
- 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.

- BFTT Directors
- BFTT Project Manager
- UAL Research Management and Administration Funding and Finance contacts

- CR&DP Programme Industry Mentors
- UAL Research Centre Directors and business support, including Centre for Sustainable Fashion, Digital Anthropology Lab, Centre for Fashion Business Research and Innovation
- Business Development Managers
- KTP Business Development Managers at Loughborough, Leeds, UCL and QMUL
- Industry Associations (e.g. BFC, UKFTA)
- Workspace and Incubators (e.g. CFE)
- CR&DP Programme Academic Supervisors
- CR&DP Programme Postgraduate/Postdoctoral Research Placements/Associates

**Specific Management Responsibilities**

**Budgets:** Yes

**Staff:** CR&DP Placements

**Other:** Accommodation and equipment as appropriate

## Person Specification

Specialist Knowledge/Qualifications	<p>Relevant degree / PG qualification or equivalent</p> <p>Track record in business development, Knowledge Transfer / Exchange, and enterprise support</p> <p>High level industry / HEI R&amp;D Project management experience or equivalent is required</p> <p>Strong understanding and knowledge of technology innovation and application within the creative industries</p> <p>Experience with legal and contractual negotiations between HEIs and industry</p> <p>Experience of planning and managing multiple projects and their successful delivery</p>
Relevant Experience	<p>Experience and proven track record of identifying bids and applications for research funding grants and other income streams</p> <p>Experience and proven track record of identifying and nurturing industry partnerships and collaborations with partner organisations, HEIs and businesses both nationally and internationally</p> <p>Experience of shaping and influencing developments within college/organisation through own contribution to area of expertise</p>
Communication Skills	<p>Communicates technical or specialist ideas or information persuasively adapting the style and message to a diverse audience in an inclusive and accessible way</p>
Leadership and Management	<p>Motivates and lead a team/s effectively setting clear objectives to manage performance</p>
Research, Teaching and Learning	<p>Experience with research / development project management and administration</p>
Planning and managing resources	<p>Effectively plans and manages operational activities, large and multiple projects to achieve long term objectives</p>
Teamwork	<p>Builds effective teams, networks or communities of practice and fosters constructive cross team</p>

	collaboration
Student experience or customer service	Makes a contribution to improving the customer experience to promote an inclusive environment for, students, colleagues, industry or customers
Creativity, Innovation and Problem Solving	Identifies innovative solutions to problems to bring a wider benefit to the organisation