

### JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job Title:</b> Project Manager - Rethinking Fashion Design Entrepreneurship: Fostering Sustainable Practices(FSP)		<b>Accountable to:</b> Principal Investigator FSP, Deputy Director of RMA	
<b>Contract Length:</b> 30 months 1 Sept 2018 to 28 Feb 2021	<b>FTE:</b> 0.6 FTE	<b>Weeks per year:</b> 52	
<b>Salary:</b> £37,265 to £44,708 p/a pro rata		<b>Grade:</b> Grade 5	
<b>College/Service:</b> Research Management and Administration (RMA)		<b>Location:</b> Centre for Sustainable Fashion, London College of Fashion, John Princes Street	

#### Purpose of Role:

To provide project management for the Rethinking Fashion Design Entrepreneurship: Fostering Sustainable Practices (FSP) project, working flexibly with the Principal Investigator (PI) and Co-Investigators (CIs). A highly motivated individual, you will significantly contribute to the success of this AHRC-funded research project involving collaboration with academic, commercial and public sector partners, providing support to the project, identifying and allocating appropriate levels of resource and managing the critical path to achieve the project deliverables as they are defined in the grant agreement.

#### Duties and Responsibilities

1. To provide project management of the FSP project and to manage the critical path and deliverables to achieve on-time and on-budget delivery.
2. To provide comprehensive support to the Principal Investigator (PI) and Co-Investigators (CIs) in the management of the research project in accordance with the AHRC grant agreement
3. To manage the FSP project budget, in liaison with the PI and Research Management and Administration (RMA) team at UAL.
4. To plan, co-ordinate and promote FSP project activities and events including team meetings, workshops, focus groups, roundtables, symposia, conferences, etc. in liaison with the PI and CIs and CSF administrator.
5. To draft FSP project plans and reports, including financial and progress reports in line with internal and external requirements, and monitor and analyse data as appropriate.
6. To liaise with the project's academic partners and manage the project's network of industry partners and participants, for the successful implementation of the FSP project.
7. To manage the day-to-day activities of project staff (PDRF and PDRAs and CSF administrator where relevant) including responsibility for the recruitment and selection of new staff, the undertaking of appraisal, probation and induction.
8. To service the project meetings including setting agendas, producing and distribution of papers, minute taking and following up of action points as appropriate for the implementation of the FSP project.
9. To ensure that all contracts relating to the project are effectively negotiated and implemented in line with any internal or external governing procedures or protocols (e.g. UAL's Contracts Protocol).
10. To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University.
11. To undertake health and safety duties and responsibilities appropriate to the role.
12. To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work.
13. 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.

14. To make full use of all information and communication technologies to meet the requirements of the role and to promote organisational effectiveness.
15. 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.

- FSP Principal Investigator
- FSP Co-Investigators
- FSP external industry partners, advisory board and participants
- FSP Research Fellow and Assistants
- CSF administrator when allocated to FSP project
- College and UAL Enterprise Teams
- RMA Administration and Support teams
- UAL finance and legal teams
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**Specific Management Responsibilities**

**Budgets:** maximum £560,000

**Staff:** FSP Research Assistants

**Other**

Signed \_\_\_\_\_ Date of last review \_\_\_\_\_  
(Recruiting Manager)

**Job Title:** Project Manager, Sustainable Fashion and Entrepreneurship

**Grade:** 5

Person Specification	
Specialist Knowledge/ Qualifications	<p>Has a first degree in any discipline. A postgraduate degree or appropriate research experience is desirable.</p> <p>Ability to apply skill, knowledge and experience to work and seeks opportunities to improve.</p> <p>A qualification in a relevant project management methodology, such as PRINCE2, is desirable.</p>
Relevant Experience	<p>Experience of managing research projects (including financial/budget management).</p> <p>Experience managing an HEI research project.</p> <p>Experience of organising events/workshops/ conferences and monitoring of budgets.</p> <p>Has experience of writing research reports, writing bid funding and disseminating research information</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	<p>Plans, prioritises and manages resources effectively to achieve long term objectives.</p>
Teamwork	<p>Works collaboratively in a team and where appropriate across or with different professional groups.</p> <p>Is able to take appropriate level of responsibility and act with initiative.</p>
Student experience or customer experience	<p>Builds and maintains positive relationships with students or customers.</p>
Creativity, Innovation and Problem Solving	<p>Suggests practical solutions to new or unique problems.</p>