

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Postdoctoral Research Assistant

Accountable to: Director, Innovation Insights Hub, UAL

Contract Length: 1 August 2018- 15. May 2019

Hours per week: 0.5 FTE

Weeks per year: AYR

Salary: £37,265-44,708 pro rata

Grade: 5 Spine point 30

College/Service: Research Management and Administration

Location: King's Cross

Purpose of Role:

To support the Director, University of the Arts London - Innovation Insights Hub, to deliver the University's contributions to the Creative Lenses project (GA 2015-1141 001-002) (<http://creativelenses.eu>) funded by the European Commission's Creative Europe programme in the fulfilment of its project activities and deliverables. To collaboratively research, analyse and communicate the results of the project including key aspects of business model innovation in the arts and cultural sector using data produced in the project. To facilitate the project's effective and efficient delivery in collaboration with UAL staff and project partners.

Duties and Responsibilities

- To work with the project team across the University to deliver UAL's tasks and deliverables in accordance with the partners' project vision, description, work programme, plan and budget
- To lead and deliver the Final Assessment and Evaluation of Creative Lenses, based on a framework agreed by project partners, including collating and analysing data, in collaboration with other UAL staff and project partners, using a mixture of qualitative and quantitative methods
- To contribute to the development of frameworks, case studies and analysis which illustrate, describe and communicate the potential and implications of business model innovation in arts organisations and cultural venues based on existing data gathered during the project
- To contribute to other project activities and outputs through involvement in the preparation, editing and presentation of talks and papers at conferences, contributions to blogs, social media and refereed journals, and the editing and/or authoring of publications as required
- To liaise and communicate with other members of the Creative Lenses project team across the University and all partner organisations to ensure the smooth running of the project
- To produce scholarly research outputs suitable for return to the Research Excellence Framework
- To support and participate in any additional tasks or documentation as required by the project
- 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 and reporting matters associated with the role in accordance with the University's and funders policies and procedures, as laid down in the Financial Regulations

Key Working Relationships:

- Director, Innovation Insights Hub, UAL
- Project Manager, Research Management and Administration, UAL
- Post Doctoral Research Assistant, Innovation Insights Hub, UAL
- Other UAL staff involved in delivering the project
- Staff from the organizations who are partners in the Creative Lenses project

Specific Management Responsibilities

Budgets: None

Staff: None

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

Signed Lucy Kimbell Date of last review 22.05.2018
(Recruiting Manager)

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Grade: 5

Person Specification

Specialist Knowledge/Qualifications	PhD in cultural policy, arts management, innovation studies, social research, cultural studies or similar
Relevant Experience	<p>Contributing to mixed-methods research projects</p> <p>Researching business models and innovation practices among cultural venues and arts organisations</p> <p>Researching organisations in UK and international settings</p> <p>Conducting research with partner organisations who are collaborators and 'users' of the research</p>
Communication Skills	<p>Highly skilled in writing, editing, and presenting research findings in written and visual form for a range of academic and practitioner audiences</p> <p>Skilled in producing outputs in different media/contexts such as presentations, reports,</p>

	workshops, papers for refereed journals, edited collections
Leadership and Management	Able to be an active part of a multi-disciplinary team including taking the initiative and sharing ideas and concerns
Research, Teaching and Learning	<p>Knowledge of qualitative research approaches, methods for data gathering and analysis</p> <p>Experience of producing analysis of qualitative data including data produced through participatory action research</p> <p>Knowledge of research ethics guidelines and processes</p> <p>Experience of teaching BA/MA level and/or teaching professionals</p>
Professional Practice	Organising and facilitating workshops and learning sessions for practitioners
Planning and managing resources	Able to understand budget and make plans based on resources including own time
Teamwork	<p>Collaborative, open manner</p> <p>Ability to explore and suggest alternatives</p> <p>Ability to collaborate with non-academics eg users and other stakeholders involved in research</p>
Student experience or customer service	Not relevant
Creativity, Innovation and Problem Solving	Familiar with different approaches to problem exploration, problem framing/setting, idea generation methods, and exploring solutions through prototyping

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: May 2018

