

## JOB DESCRIPTION AND PERSON SPECIFICATION

**Job Title** Knowledge Exchange Administrator

**Accountable to:** Enterprise Projects Manager

**Contract Length:** Two years

**Hours per week/FTE:** 1.0

**Weeks per year:** 52

**Salary:** £28,274 pa

**Grade:** 3

**College/Service:** LCF Business & Innovation

**Location:** 20 John Prince's Street, W1G 0BJ

### Purpose of Role:

**Through Knowledge Exchange (KE), we at London College of Fashion engage with the wider world in collaborative activities to achieve creative impact on the fashion industry and enrich the student experience.**

KE is one of three priority areas, along with teaching and research, in the academic mission of University Arts London (UAL). At London College of Fashion, one of six colleges at UAL, we already have an excellent record of delivering KE through our academic and enterprise activities. With many exciting development plans in the pipeline at LCF, KE activity is one of the key components of our future growth and development.

This role, based within the Business & Innovation department at LCF, reports to the Enterprise Projects Manager and will provide a key support function for the delivery and reporting of KE activity across the college.

The post holder will be able to work independently and as a member of the B&I team, and will work closely with other key staff across LCF, to help develop and sustain the success of KE at LCF.

Some examples of LCF's KE activities include:

- Centre for Fashion Enterprise incubator which provides business support for emerging fashion designers;
- Fashion Innovation Agency work with emerging technologies to help designers and brands change the way they make, sell or show their collections;
- Student Enterprise Team (SET) which provides support for students and alumni to help them realise their business ambitions;
- Collaborative Unit, providing postgraduate students with the opportunity to collaborate with industry to develop their professional experience and networks.

### Duties and Responsibilities:

#### Role Specific Duties:

- Lead on administrative processes for LCF's internal and external KE reporting. The role holder will be proactive in developing links across LCF to inform colleagues of reporting procedures, providing training to colleagues where required, and gain relevant information from departments and schools, in order to maintain the college's KE reporting metrics and prepare reports in a timely manner, as required.
- Assist with the planning and implementation of Enterprise KE activities, including preparing Power Point presentations, and supporting events and workshops for students, alumni and external businesses. Duties may include; sourcing and booking suppliers, creating and distributing guest lists and keeping accurate RSVPs, preparing printed material, liaising with guests and speakers, etc. as directed by relevant project manager.
- Provide support for the development of new KE projects through researching funding opportunities and contributing to the development of funding bids by coordinating contributions from staff and external university and industry partners.
- Provide administrative support to Enterprise KE activities, including project tracking and reporting,

keeping up to date filing systems and preparing relevant project information as and when required.

- Provide administrative support for contracts relating to KE Enterprise activities, ensuring signing and storage requirements as required by the UAL contracts procedures and external funders.
- Act as the main CRM point of contact for LCF Business & Innovation, inputting and maintaining up to date contacts in Raiser's Edge (CRM system).
- Coordinate the Enterprise Network Group, scheduling meetings, taking minutes and engaging with relevant staff to promote attendance
- Providing general administrative support for Enterprise KE activities, including (but not limited to):
- Bookings for meetings (rooms, taxis, couriers, catering) and travel bookings, as required.
- Undertake desk research as required.
- Keep to date and accurate records of information and organised filing as required, such as contact databases, photographs, films, designs, etc.
- Manage small projects, or take complete charge of aspects of larger projects, as required.
- Provide creative input and ideas for project planning, with a positive and calm approach to complex or difficult situations.
- Meet and transact with a wide range of visitors, booking rooms and providing refreshments when required.
- Record and respond orally and in writing to a range of enquiries and related matters from internal and external sources.
- Attend meetings and take minutes, as required.
- Provide and co-ordinate absence cover as necessary in order to ensure the provision of a quality professional/efficient service at all times
- Assist with the preparation of management information, for both internal and external purposes.

#### General

- 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 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

**Key Working Relationships:** Managers and other staff, and external partners, suppliers etc; with whom regular contact is required.

- Enterprise Projects Manager
- Director of Business & Innovation
- Associate Dean for Enterprise
- School Administrators
- Head of Centre for Fashion Enterprise and team
- Head of Fashion Innovation Agency and team
- Enterprise Contracts team
- Staff across LCF and UAL

**Specific Management Responsibilities**

**Budgets:** No

**Staff:** No

**Other:** No

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

**Job Title: Knowledge Exchange Administrator**

**Grade: 3**

**Person Specification**

Specialist Knowledge/ Qualifications	<ul style="list-style-type: none"><li>• Experience of delivering administrative support across large and varied teams, preferably within a HEI.</li><li>• Relevant qualification e.g. Degree or equivalent relevant experience</li><li>• Has knowledge of conducting both primary and secondary research and experience of using the internet as a source for searching for and gathering relevant research information.</li><li>• Has demonstrable experience of planning and preparation of small-medium scale events.</li><li>• Experience using digital tools for producing industry standard professional presentations</li></ul>
Relevant Experience	<ul style="list-style-type: none"><li>• Extensive demonstrable relevant administrative experience</li><li>• Experience of working in an administrative environment, setting up systems and protocols.</li><li>• Has relevant experience in being able to work independently as well as follow-up specific detailed directions efficiently and accurately.</li><li>• Experience in report writing and editing visual and written presentations and proposals.</li><li>• Experience in self-initiated project work.</li><li>• Experience in working in a customer focussed environment.</li></ul>
Communication Skills	Communicates effectively orally, in writing and/or using visual media.
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 Customer Service	Provides a positive and responsive student or customer service

Creativity, Innovation and Problem Solving	Uses initiative or creativity to resolve problems
--	---

**Last updated: June 2018**