

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Events and Research Administrator

Accountable to: Research Team Manager,
College Research Department

Contract Length: Permanent

Hours per week/FTE: 1.0

Weeks per year: 52

Salary: £29,358 - £35,839 pa

Grade: 3

College/Service: London College of Fashion,
Research Department

Location: London College of Fashion, 20 John
Princes Street, London, W1G 0BJ and moving
to Stratford in 2023

Purpose of Role:

Research at UAL is focused on developing innovative methods for research practice to enhance public understanding of major social issues. London College of Fashion is home to a broad group of researchers who undertake work on the fashion industry's economic, social, and cultural trajectories, as well as the material sciences, media and communications fields, cultural and historical studies, design technologies, and digital futures.

The Research Department at the London College of Fashion provides a range of support for staff who are active in research, and the PhD cohort of the college.

The role will contribute to a positive, enthusiastic, and professional team, in all activities related to research-led work internally and external to the college and university.

The position will work flexibly as a member of the research team, providing administrative and information support to the team, and all staff, PhD students, and community associated with the College Research Department, the Cultural Programme team, IER (Internal External Relations) team, and the UAL RMA (Research Management Administration) teams.

The role will support, assist in generating, and ensure that the programme of exhibitions and events run smoothly, and that associated publicity, and potential impacts of research are recorded and reported.

The role will provide administrative support to the PhD community (Students and supervisors) in the college.

This role provide a customer-focused service to both internal and external lcf, UAL staff and students, as well as visitors.

Duties and Responsibilities

- To organize, support and communicate all internal and external research events, and related LCF community events.
- To develop a detailed understanding of the LCF organization, with a focus on the UAL:LCF messaging framework, brand identity and guidelines, UAL: LCF strategic priorities and student experience campaigns.
- To provide administrative and information support as directed by the Research Team.
- To provide great customer service and act as the first point of contact for all enquiries into the Research dept. and associated event spaces. Handling correspondence in person, telephone and email, including the maintenance of the team email inboxes.
- To coordinate the organisation of internal and external events, including internal Research Hub, PhD, and LCF Staff, and visitor events, and various external facing events such as community

research and or research knowledge exchange events, such as workshops, seminars, conferences, or performances.

- To create, contribute, and maintain Research digital content for the LCF web pages, blogs, social media and bulletins, and to liaise with the IER (Internal External Relations), the Cultural Programme team, and other LCF and UAL teams.
- To create content to assist in marketing and promoting events, and assist in the preparation of publication materials required by the Research department.
- To be responsible for ensuring that events are fully planned, whether online or physical, with timesheets, catering requirements booked, ensuring relevant IT support is booked, all health & safety, and GDPR procedures are followed.
- To present as an enthusiastic positive professional, helping internal and external clients, meeting and greeting visitors, organising catering when required.
- To be conversant with the publicity relating to all Research, and Knowledge Exchange, the Cultural Programme team, and the college Research Centre activities and strategies in the college and across UAL, coordinating and communicating such information as appropriate to both internal and external parties.
- To conduct regular maintenance of relevant systems and data base information, and to contribute content to LCF social media and communications in liaison with LCF IER team.
- Preparation and analysis of statistical data, including events attendance and communications reach data.
- To respond verbally, in writing, and face to face to a range of general and specific enquiries and related matters from internal and external sources, and stakeholders.
- To support travel arrangements as directed by the Research Team Manager, ensuring all are processed in line with UAL policy and procedures.
- Ensuring relevant arrangement are in place for External visitors
- Ensuring that any relevant event expenses are effectively processed.
- To assist with the preparation of research information, for both internal and external purposes.
- Responsibility for processing and updating all information and recording actions relevant to work being undertaken within the College Research Department.
- To create, input and maintain manual, electronic files and information systems.
- To perform regular reviews of systems and recommend improvements as appropriate.
- To service committees by scheduling, clerking and ensuring the circulation of the agenda, minutes and associated documents, and undertaking and tracking follow up action as required.
- To co-ordinate the work of the Administrative Assistant in the College Research Department, as may be appropriate.

- Involvement with administrative duties attached to the College Research Department, including support for the PhD community and its record keeping.
- Preparation of relevant documentation for submission to the College/UAL, ensuring all associated follow-through procedures and reporting requirements are met.
- 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 Staff Charter and Dignity at Work Policy, promoting equality, diversity and inclusion 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 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).
- To work in accordance with the University's Staff Charter and Dignity at Work Policy, promoting equality, diversity and inclusion in your work.

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

- Research Team Coordinator
- Research Team Manager
- College Research Department; Associate Dean of Research, LCFstaff and LCF PhD students
- The Cultural Programme team
- Internal External Relations (IER) department, especially Events Team
- The College Knowledge Exchange related staff
- Technical team staff
- External contractors and suppliers, volunteers

Specific Management Responsibilities

Budgets: n/a

Staff: n/a

Other n/a

Signed _____ Date of last review _____

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Person Specification	
Specialist Knowledge/ Qualifications	Undergraduate degree level qualification or equivalent work experience
	Postgraduate degree level qualification (desirable)
	Knowledge of the Research Excellence (REF) (desirable)
	Fully versed in and working knowledge of Office IT
Relevant Experience	Significant experience of working in an administrative role, supporting research academics, and PhD students.
	Significant demonstrable experience of creating and updating information, databases and spreadsheets
	Significant experience of supporting the needs of multiple stakeholders
	Experience of working with budgets and producing analytical reports
	Experience of liaising with high-level industry contacts, national and international partners
	Experience of organising internal and externally facing events, meetings and travel arrangements Experience of running social media sites / campaigns.
Communication Skills	Communicates effectively orally, in writing and/or using visual and social 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: 12/03/2021