

## JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job Title:</b> BFTT Project Evaluator	<b>Accountable to:</b> Director, Business of Fashion Textiles & Technology [BFTT] Creative R&D Partnership	
<b>Contract Length:</b> 3.5 years	<b>Hours per week/FTE:</b> 0.4	<b>Weeks per year:</b> 52
<b>Salary:</b> £45,603 - £54,943 pro rata	<b>Grade:</b> 6	
<b>College/Service:</b> Academic Development and Services	<b>Location:</b> London College of Fashion, 20 John Princes Street, London, W1G 0BJ	

### **Purpose of Role:**

To coordinate and lead the evaluation programme of the AHRC-funded Business of Fashion Textiles & Technology (BFTT) Creative R&D Partnership project (2018-2023).

### Duties and Responsibilities:

#### Project specific

- To design an evaluation programme and appropriate methodological approach to the BFTT project in accordance with the Evaluation Plan and supporting Project Delivery and Work Plan.
- To create evaluation questions and define measurable outcomes in relation to Key Performance Indicators, dividing outcomes into short-term and long-term in accordance with the project KPI matrix.
- To work with the directors and research team in order to embed evaluation in all R&D activity
- To develop a logic model of the project and identify key evaluation points. This ensures that all participants and stakeholders understand the project's structure and expected outcomes, and helps focus on the project's most important elements
- To schedule an evaluation programme over a four-year period in liaison with the BFTT research team, including Co-Investigators leading work packages
- To coordinate evaluation activity with project manager, business R&D programme manager and work package research teams, to ensure the appropriate generation of data and effective use of resources and reporting
- To produce periodic reports and presentations on evaluation activity and findings in accordance with the evaluation plan and funder reporting requirements
- To collect, analyse and synthesise data and other information arising from project activities to inform project evaluation

- To provide insightful suggestions to improve project development and outcomes
- To attend and record Project Management, Directors and Steering Board meetings as directed and in accordance with the Evaluation and Work Plan
- To attend project events and meetings in London and across the UK

### 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, 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).

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

- BFTT Director and Deputy Director
- BFTT Project Manager
- BFTT SME Programme Manager
- BFTT Co-investigators in UAL and partner HEIs

### Specific Management Responsibilities

**Budgets:** N/A

**Staff:** N/A

**Other** N/A

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

**Job Title: BFTT Project Evaluator****Grade: 6**

Person Specification	
Specialist Knowledge/Qualifications	Relevant professional qualification in evaluation/enterprise development/R&D
	Post graduate qualification in relevant area of study or equivalent industry experience
Relevant Experience	Demonstrable project evaluation and research project management
	Demonstrable experience in all phases of the project lifecycle
	Able to combine evaluation methods and techniques and tools to achieve desired programme and project objectives, engage people and manage relationships
Communication Skills	Communicates effectively orally and in writing adapting the message for a diverse audience in an inclusive and accessible way
Leadership and Management	Works independently as well as participates in a team effectively, setting clear objectives to manage performance and deliverables
Research, Teaching and Learning	Applies innovative approaches to professional practice to support excellent research
	Applies own research to develop learning and assessment practice
Professional Practice	Contributes to advancing professional practice/ research or scholarly activity in own area of specialism
Planning and managing resources	Plans, prioritises and manages resources effectively to achieve project objectives
Teamwork	Builds effective networks or communities of practice and fosters constructive cross team collaboration

Student experience or customer service	Contributes to improving or adapting provision to enhance the customer /user service
Creativity, Innovation and Problem Solving	Suggests practical solutions to new or unique problems

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: 29<sup>th</sup> July 2019**