

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Associate Dean of Research (ADR)

Accountable to: Head of College

Contract Length: Permanent

FTE: 1.00

Weeks per year: AYR

Salary: c. £62,000 - £75,000

Grade: Individual

College/Service: London College of Fashion

Location: John Princes Street, W1G 0BJ

Purpose of Job

Working to the London College of Fashion's Head of College and in partnership with the Director of Research Development (Stratford) and Deans of Schools, the post holder will be involved in the support and development of the College's Research environment, contributing to strategic research planning at College level. The post holder will play a pivotal role in the integration of research staff and practices into the three LCF Schools (Fashion Business School, School of Design & Technology and School of Media & Communication) and the Department of Cultural and Historical Studies, across the six LCF sites as a vital part of the College Academic Strategy leading up to LCF's move to one site at the Olympic Park, in Stratford (The East Bank development, 2022).

The ADR will work closely and in consultation with Schools Deans, Associate Deans to align research activity in the Schools in conjunction with four School Research Coordinators to support academic staff on the Research Pathway and development of Schools research activities. The ADR will also support the development of three of UAL's world leading Research Centres at LCF (Centre for Fashion Curation, Centre for Sustainable Fashion and the emergent Centre for Fashion Business and Innovation Research) and future areas of expertise for the College as well as contract research, KT and KE opportunities. It is also expected that the post holder will be an active researcher in one of the College's fashion related research areas of strength.

The post holder will be responsible for leading and growing the College research student and supervision culture, and strengthening School's staff and student research activities and pedagogy, ensuring the monitoring, recording and dissemination of research outcomes and their impact. The post holder will also work closely with the UAL's Research Management and Administration (RMA) services, College Research Administration and Special Project support. The candidate must have the proven ability to organise and manage complex workloads.

Duties and Responsibilities

- Working to the LCF Head of College and in partnership with the Director of Research Development (Stratford) (DRD(S)) and School Deans to provide academic leadership and support to those working in research areas to ensure that research is delivered effectively and that quality outputs are disseminated locally, nationally and internationally.
- To oversee alignment of research staff and activity into the College Schools, working with School Deans, ADs and School Research Coordinators; contribute to UAL, College and Schools research strategy.
- Working to the Director of Research Development (Stratford) and with, Special Project Manager, Research Teams and the UAL RMA, to assist colleagues in the preparation of research funding bids, as appropriate, and identify opportunities for the strategic development of new areas of research.
- In consultation with the College Management Teams, the Deans and the UAL RMA, to manage the resources effectively in the pursuit of agreed research goals.
- To participate in and contribute to the development and support of LCF / UAL Research Centres, Labs, Hubs, and support individual researchers within both College and cross College / University contexts.
- To work in consultation with Deans, ADs, School Research Coordinators, aligning research to grow fruitful academic partnerships, enhance delivery of teaching and learning, support Schools projects and develop strategic outreach activity with Stratford community and schools.
- To work with the UAL Director of Research Students (RMA), in the recruitment, retention, supervision, training and examination of high quality research degree students, grow and develop student and supervision capacity.

- To ensure the College complies with UAL and all other appropriate research related policies and procedures such as ensuring that proper research governance and ethics are applied in accordance with UAL policies and Codes of Conduct.
- To contribute to the development and implementation of the University, and College Research Strategy, and support the effective communication and promotion of College and University research.
- To Chair and be a member of College, University and external committees as required, including College Research, and REF Committees in support of the UAL REF submission and any related audit and external assessment activity.

College Specific (LCF)

- To undertake research in your own subject specialism, both as an individual and where appropriate by heading a research team and managing research staff, and to supervise research degree students in related fields.
- To publish the high-quality research outputs through implementation and exhibition or performance in venues of appropriate reputation, by designs in production, or by publishing regularly in refereed journals or books or other publications highly regarded by peers and develop own grant funding (as PI / Co-I).
- Contribute to research Centre, Hub and Archives activity and be an active researcher in one of the College's research areas of strength.
- To work with the DRD(S), Deans and Associate Deans in fostering a research culture across the College, through attendance of College Academic and Schools management committees as appropriate.
- Develop and support the research work of other staff, aligning research activities in Schools, evolve the quality of research and to facilitate the production and publication of staff outputs of national and international quality.
- To monitor the quality of research activity and to contribute to quality management and enhancement activities including course reviews and validations.
- To contribute to teaching and to curriculum design and development in the relevant discipline and enhance and extend the links between research and taught courses across the College and University.
- Working to the DRD(S) to play a role in the generation of research funding from external sources including devising of income generating activities and activities which will enhance the profile of the School, College and University.
- To contribute to the appointment and appraisal of research staff within the College.
- To manage the College Research Administrative team, line management responsibilities for the College's research staff as appropriate, and develop working relationships with College Business and Innovation, Internal and External Relations (IER), and International teams.
- To deputise for the DRD(S), and support growing Stratford engagement and partnership activities as appropriate.

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 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:

- Director of Research Development (Stratford)
- LCF Deans of Schools
- LCF Associate Deans of Schools
- LCF School Research Coordinators
- LCF / UAL Research Centre Directors and Hub leaders
- LCF Director of Business and Innovation
- LCF Director of Internal and External Relations and team
- UAL Dean of Research
- UAL Research Administration and Management Team
- UAL Research Manager (for PGR)

Specific Management Responsibilities

Budgets: Consumables, External Grants as appropriate

Staff: LCF research administration team

Other: Accommodation; equipment, as appropriate

Job Title: Associate Dean: Research

Person Specification	
Specialist Knowledge/Qualifications	Relevant Post Graduate qualification
	PhD or significant and demonstrable research credibility (desirable)
	Demonstrable knowledge of academic provision, trends and issues in UK HE
	Relevant knowledge of Quality Assurance policy, processes and procedures
Relevant Experience	Significant record of teaching, research and/or professional practice in your subject specialism or area within a Higher Education Institution
	Relevant experience of Quality Assurance policy, processes and procedures
	Significant experience of shaping and influencing developments within college/organisation through own contribution to area of expertise
	Considerable experience of leadership and management including effective management of resources and budgets
	Experience of successful management and delivery of transformational change within an HE setting, including culture change and managing stakeholder expectations
	Demonstrable experience of developing and sharing best practice within and outside the organisation. Significant experience of developing and supervising research and enterprise/commercial projects
Communication Skills	Communicates in a compelling and influential way adapting the style and message to a diverse internal or external audience in an inclusive and accessible

	way
Leadership and Management	Motivates and leads a team effectively and sets the direction of one or more function, promoting collaboration across formal boundaries
Research, Teaching and Learning	Applies innovative approaches in leading academic programmes, teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity. 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	Effectively plans and manages operational activities or large projects to achieve long term objectives
Teamwork	Builds effective teams, networks or communities of practice and fosters constructive cross team collaboration
Student experience or customer service	Makes a significant contribution to improving the student or customer experience to promote an inclusive environment for students, colleagues or customers
Creativity, Innovation and Problem Solving	Identifies innovative solutions to problems to bring a wider benefit to the organisation

Last updated: 04/09/2018

All shortlisted applicants will be required to undertake the on-line personality assessment. This assessment provides us with a valuable insight into your preferred working style, temperament, interests and values. We will use your assessment to focus our interview discussion with you, in order to assess the fit between your profile and the role. At the end of the selection process each candidate will be offered the opportunity to receive a copy of the candidate development report. Staff selection decisions will never be made solely on the basis of a psychometric assessment.