

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Design Communications Research Assistant, Trash-2-Cash
Accountable to: Principal Investigator Trash-2-Cash
Contract Length: 01 Apr 2017 – 30 Nov 2017 (maternity cover)
Hours per week: Full time
Weeks per year: 52
Salary: £33,090 - £39,594 pa pro rata
Grade: 4
College: Chelsea College of Arts
Location: 16 John Islip Street, London, SW1P 4JU

Purpose of Role:

To support the Principal Investigator (PI) and Co-Investigator (CI) of the EU funded project - *Trash-2-Cash: Utilising zero-value waste textiles and fibres with design-driven technologies to create high quality products (grant agreements no. 646226)* - in the fulfilment of project deliverables and work packages allocated to University of the Arts London.

Duties and Responsibilities

Work Package 1

- To support research and events that will endeavour to explore the design approaches, materials and methods required to create cyclable products within a variety of industry contexts within the consortium.
- To support knowledge sharing activities to feed design and R&D.
- To gather and transcribe data from research activities and events, using relevant research methods.
- To visually present research data using graphic design tools.

Work Package 8

- To develop, support and participate in research and events that will endeavour to clearly communicate and disseminate: the ideas of the consortium and the potential application of ideas in industry; the generation process and exploration of the ideas by the partners; and any results arising from the consortium activity and work.
- To support the Work Package Leader in the design and delivery of project dissemination events, such as exhibitions, industry demonstrations, and public engagement activities.
- To contribute to the presentation of Trash-2-Cash at national and international conferences, internal and external seminars, workshops, and industry-facing events to develop and enhance the project's profile.
- To work with the Trash-2-Cash Communications Officer to produce blog posts, podcasts, and other publicity materials.

General

- Support and participate in collaborative research with the PI, CIs and team in any additional tasks or documentation as required by the project
- To regularly liaise with PI, CIs and PM to ensure the smooth running of 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 matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations

Key Working Relationships:

- Principal Investigator
- Co-Investigators
- Project Manager
- RMA
- Trash-2-Cash Project Consortium
- External research contacts, e.g. interviewees, media etc.

Specific Management Responsibilities

Budgets: None

Staff: None

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

Signed _____ Date of last review _____
(Recruiting Manager)

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Person Specification	
Specialist Knowledge/ Qualifications	<p>Relevant postgraduate qualification, (such as design management, design for communication) or equivalent research experience.</p> <p>Has a good working knowledge of textiles and material innovation</p>
Relevant Experience	<p>Experience of interdisciplinary design-led research (desirable).</p> <p>Experience of graphic design and data visualisation</p> <p>Experience with Adobe Photoshop, InDesign and Illustrator software packages</p> <p>Familiar with research methodologies including questionnaire design, interviews and case studies.</p> <p>Experience of designing and delivering collaborative workshops, research dissemination events, industry demonstrations, exhibitions, and public engagement activities.</p> <p>Experience of disseminating the results of research through a variety of channels, including reports, blog posts, podcasts, and presentations.</p>
Communication Skills	<p>Communicates effectively orally, in writing and/or using visual media</p>
Leadership and Management	<p>Motivates and leads a team effectively, setting clear objectives to manage performance</p>
Research, Teaching and Learning	<p>Uses effective teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity</p>
Professional Practice	<p>Contributes to advancing professional practice/research or scholarly activity in own area of specialism</p>

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	Builds and maintains positive relationships with students or customers
Creativity, Innovation and Problem Solving	Uses initiative or creativity to resolve problems