

JOB DESCRIPTION

JOB TITLE	Research, Impact and Innovation Officer
TYPE OF CONTRACT	Permanent, Full-time
RESPONSIBLE TO	Head of Innovation
GRADE AND SALARY	Grade 2 £24,687 - £27,786 Please note that we advertise our salaries on a range to indicate the trajectory of progression that can be made. Appointments are usually made at the start of the salary range
HOURS OF WORK	35 hours per week; (9.30am – 5.30pm) plus evening and weekend work as and when necessary
KEY WORKING RELATIONSHIPS INTERNAL	Head of Innovation, Head of Academic Affairs & Research, Librarian; Director of Actor Training & the Drama School; Head of Student Services & Registrar; Learning Technology Manager; Admissions & Student Services Manager; Clerk to the Board of Trustees; Teaching staff; students
EXTERNAL	Publishers and suppliers, Schools, colleges, theatre companies, youth agencies, graduates and industry professionals, peer group in other conservatoires and HE more widely
PROBATIONARY PERIOD	Your employment will be subject to a probationary period of 6 months
BENEFITS	
(1) HOLIDAY ENTITLEMENT	Generous annual leave of 28 days plus Bank holidays (This is inclusive of any days when LAMDA may be closed, e.g. Christmas closure)
(2) PENSION	After 3 months of continuous service you will be automatically enrolled into our qualifying workplace pension scheme with AVIVA. LAMDA will make an additional contribution in accordance with auto-enrolment regulations
(3) MATERNITY, PATERNITY AND ADOPTION PAY	Enhanced maternity, paternity and adoption pay will be made for eligible employees

(4) GP 24	You have access to remote, private GP services 24/7, 365 days a year. GP 24 is supported by highly experienced and knowledgeable doctors
(5) EMPLOYEE ASSISTANCE PROGRAMME (EAP)	EAP is a confidential employee benefit designed to help you deal with personal and professional problems that could be affecting your home life or work life, health and general wellbeing. EAP service provides a complete support network that offers expert advice and compassionate guidance 24/7, covering a wide range of issues
(6) MENTAL HEALTH SUPPORT	LAMDA offers confidential, 24/7, online easy to access mental health support which is a free service
(7) CYCLE TO WORK SCHEME	LAMDA offers a salary sacrifice cycle to work scheme
(8) EYE TESTS	Sight test costs is reimbursed to employees who require VDU use
(9) HYBRID WORKING	Hybrid working may be offered for some non-student facing roles. We expect a norm of 60% of your time in the office and 40% of your time to be worked from home
(10) GROUP LIFE ASSURANCE	After six months of continuous service and on successful completion of the probationary period you will become eligible to death-in-service benefit where the nominated beneficiary could receive approximately 4 x annual salary payment if death occurs whilst in service
(11) SEASON TICKET LOAN	LAMDA offers an interest-free loan for the purchase of an annual season ticket
(12) REWARDS MARKETPLACE	You are eligible to join our reward scheme in which you can take advantage of discounts and perks in 1000s of brands from a wide variety of categories

JOB PURPOSE

Reporting to LAMDA's Head of Innovation, with a close working relationship with Head of Academic Affairs & Research, the Research & Innovation Officer will help to develop and administer projects across LAMDA's Research & Innovation programme, supporting the academic staff and exams department, and working with external partners to further the school's research, impact, knowledge exchange and external engagement activities with industry and higher education partners.

This position will contribute to the development and achievement of LAMDA's KE (Knowledge Exchange) objectives as outlined in the Higher Education Innovation Fund (HEIF) plan, will support data collection across the school for impact reports and requirements, and will include a focus on the development of a Knowledge Transfer Partnership (KTP) portfolio. The role will also involve supporting the preparations for LAMDA's first return to REF 2029.

Development activity includes addressing opportunities for collaborative research with business, industry, governmental agencies and other appropriate organisations in response to arising priority areas and funding opportunities.

Experience working with and developing systems is desirable and a background in the performing arts and in higher education administration would be advantageous for the role, for engaging with academics and effectively communicating LAMDA's research and teaching activities externally.

DUTIES AND RESPONSIBILITIES

- Act as the first point of contact for all Research & Innovation activities and development, including an initial assessment of opportunity, including Knowledge Transfer Partnership (KTP) opportunities.
- Provide proactive identification and development of internal and external funding sources for R&I activities.
- Work with staff across LAMDA to identify suitable sources of income for R&I projects
- Undertake regular desk research and external networking opportunities to identify funding sources
- Liaise with academic colleagues to develop bids/tenders/quotes for R&I funding
- Provide coordination and administration of specified R&I projects, where an Institution-level oversight is required. This includes, but is not limited to:
 - Assisting senior staff with project delivery;
 - Monitoring and tracking the project progress and performance;
 - Liaising with relevant departments to support the achievement of project outcomes;
 - Organising R&I project meetings, produce agendas, minutes and action plans;
 - Minute the R&I Committee meetings, and all sub-committee meetings as required;
 - Maintaining project documentation and records for audit requirement;
 - Providing advice and guidance on the development of impact from research, and pathways to impact.
 - Coordinating financial administration and budget management support.

Coordinate Research & Innovation activities. To include (but not limited to):

- Assist with organisation and delivery of R&I events, including conferences, workshops, and training to support academic staff development and networking;
- Raising purchase orders and requesting invoices where appropriate.
- Support the promotion of LAMDA's R&I capability, through:
 - the production of case studies on R&I activity;
 - the production of marketing materials (with support from the Marketing Team), including management and updating of relevant webpages;
 - organising and participating in external promotional activities and events;
 - working with the Head of Academic Affairs and Research on preparation for LAMDA's REF submission, including its impact case study.
 - building strong collaborative relationships with internal stakeholders to support and promote engagement and relationship-building between LAMDA and local, regional and national businesses.

Support development of Knowledge Transfer Partnerships (KTP)

- Develop communication materials for KTP projects, and act as the first point of contact for KTP enquiries;
- Represent LAMDA through attendance of events that engage with businesses and the LAMDA community to explore and develop new KTP projects, working closely with the Head of Innovation;

- Lead the stage one preparation of new KTP proposals;
- Lead on maintaining strong relationships with Innovate UK / KTN advisors;
- Lead on the provision of post-award project administration:
- develop appropriate indicators to capture performance of the portfolio of KTP activities;
- maintain information and reporting systems with accurate, up-to-date data;
- monitor project budgets, working closely with relevant colleagues in the partner businesses and LAMDA Finance;
- Ensure that meetings for active KTP projects are managed effectively and fully supported;
- undertake internal and external marketing and promotional activities to communicate the impact and successes of KTP projects, working in conjunction with LAMDA's Communications & Marketing team.
- Support the Head of Innovation with statutory reporting requirements, including:
 - Monitoring and review of LAMDA's Higher Education Innovation Funding (HEIF)
 - Gathering and collating data for all HEIF related reports including the preparation of the Higher Education Business and Community Interaction Survey (HE-BCIs);
 - Developing LAMDA's approach to the KEF (Knowledge Exchange Framework).

Finance Administration

- Advise academic staff on the financial requirements of R&I projects and monitor expenditure;
- Lead on first stage preparation of budgets for bids to funders, liaising with relevant staff and the Head of Innovation;
- Provide ongoing administrative support to the Head of Innovation in relation to all KE activity.

General

- Support the preparation of written documents, reports, webpages, and case studies;
- Take a proactive approach to continuous improvement, supporting and promoting R&I processes and policies, and contributing to process improvement as appropriate;
- Work in accordance with LAMDA's policies and processes, including equality and diversity, health and safety, data security and others, and promoting and demonstrating high standards of professional integrity;
- Undertake continuous personal and professional development and training, as agreed by the Head of Innovation;
- Travel as reasonably required by LAMDA to carry out aspects of the role including client meetings.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
SKILLS / ABILITIES	<p>Excellent project management, organisation and prioritisation skills</p> <p>High attention to detail</p> <p>Proven ability to build relationships</p> <p>Strong communication skills – both verbal and written. Able to explain complex concepts & information clearly & concisely</p> <p>A working knowledge of databases and reporting tools</p> <p>Good base of IT skills including competence in MS Office suite</p> <p>Ability to build and maintain effective working relationships both internally and externally</p>		CV/Cover letter/ Interview
KNOWLEDGE	<p>Understanding of how to approach market research and skills audits</p> <p>Experience of supporting impact in a HE context</p>	<p>Knowledge of the performing arts sector, particularly theatre, film and/or TV</p> <p>An understanding of research and Research & Innovation frameworks in higher education, such as KEF and REF</p>	CV/Cover letter/ Interview
EXPERIENCE	<p>Rounded experience of office administration, including financial administration and meeting minutes</p> <p>Research and Innovation event creation, planning and delivery</p> <p>Experience of working in the higher education sector, or within a complex organisation</p>		CV/Cover letter/Interview
QUALIFICATIONS	<p>Professional level of expertise/experience, degree, or other relevant qualification</p>		Certificates (If applicable)

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALITIES	<p>Positive, 'can-do' approach to work and presented challenges</p> <p>Ability to work under pressure</p> <p>Ability to appreciate the complexities and barriers to change common within a complex organisation</p> <p>Show self-confidence when communicating with staff and managers at all levels</p> <p>Willing to ask questions and seek clarity when necessary</p> <p>Self-motivated, takes initiative, can work independently and as part of a team</p> <p>Commitment to professional development</p>		CV/Cover letter/ Interview

This job description reflects the present requirements of the post and should not be seen as an exhaustive list of responsibilities. Duties and responsibilities may develop and change in consultation with line management.

The successful applicant will be required to go through a DBS 'Enhanced Disclosure' check. Expenses will be met by the Academy.

ABOUT LAMDA

As the oldest drama school in the UK, founded in 1861 as the London Academy of Music and Dramatic Art, LAMDA is a world-leading conservatoire based in the heart of London, offering exceptional vocational training to actors, stage managers, technicians, directors and designers, regardless of their background or socio-economic circumstances. In 1965, LAMDA became the first drama school to introduce technical training and quickly became a prototype for other institutions branching into this area.

LAMDA is also an Ofqual-registered awarding body, offering world renowned qualifications in communication and performance and inspiring the next generation of confident communicators through qualifications in performance and communication.

LAMDA has been registered with the Office for Students as a stand-alone Higher Education Provider since 2019 and was granted full degree awarding powers in 2021. We believe drama has the power to transform lives. Our students graduate as authentic, confident and independent artists or technicians, capable of shaping their own careers.

Conservatoire training is, by its nature, selective, training only the best; course numbers are limited and LAMDA teaches in small groups. There is a core cohort of just under 400 UK and international students a year across six-degree courses and other HE courses. The school also welcomes around 360 students onto other courses during the year, including short courses run during Spring and Summer vacations. LAMDA is a leader in performing arts training and strives for excellence in every facet of our organisation.

At the heart of LAMDA's approach is a commitment to the ensemble, stressing the importance of collaboration to achieve excellence. LAMDA nurtures every student's unique talents to give them the tools they need to become independent, creative artists and technicians, along with all the help and guidance they need to transition and make their mark within the creative and performing arts industry. Alongside this, LAMDA is committed to ensuring that its training is accessible to all. LAMDA has several substantial measures in place to widen access to Higher Education and is committed to the creation of pathways to our training for those from the Global Majority, those from low socio-economic backgrounds and care leavers.

The work of the Academy is complemented by that of LAMDA Examinations, through which LAMDA offers a drama and communications-based syllabus leading to accredited and non-accredited awards in the UK and overseas.

In 2017, LAMDA moved into its new £28.2m centre for world-leading drama training. LAMDA's new home features ten large training and rehearsal studios, three theatres - the 200 seat Sainsbury Theatre, 120-seat the Carne Studio Theatre and the Linbury Studio, and a fully equipped digital and audio suite. In January 2018, LAMDA alumnus Benedict Cumberbatch was appointed the Academy's President.

In July 2018, LAMDA joined the register of Higher Education Providers, a key step towards achieving degree awarding powers. LAMDA now operates independently from the Conservatoire of Dance and Drama, receiving funding directly from the Office for Students. LAMDA was granted full degree awarding powers in 2021.

LAMDA Alumni include Nikki Amuka-Bird, Patricia Hodge, Janet Suzman, Chiwetel Ejiofor, Jeremy Irvine, Rory Kinnear, Harriet Walter, Rose Leslie, Paterson Joseph, David Oyelowo, Katherine Parkinson, Toby Stephens, David Suchet, Sam Claflin, Leah Harvey, and Ruth Wilson, among many others.