

## JOB DESCRIPTION

<b>JOB TITLE</b>	Knowledge Transfer Partnership (KTP) Administrator
<b>TYPE OF CONTRACT</b>	3 months fixed-term, full time contract starting asap
<b>RESPONSIBLE TO</b>	Head of Social & Charitable Innovation
<b>COUNTERSIGNING MANAGER</b>	N/A
<b>GROSS ANNUAL SALARY</b>	£24,000 (pro-rata)
<b>HOURS OF WORK</b>	35 hours per week; Monday to Friday (9.30am – 5.30pm)
<b>KEY WORKING RELATIONSHIPS</b>	Head of Social & Charitable Innovation Knowledge Exchange Committee MarComms Team Development Team Academic Staff Human Resources Finance team
<b>INTERNAL</b>	
<b>EXTERNAL</b>	University of Essex Knowledge Exchange Team
<b>HOLIDAY ENTITLEMENT</b>	7 days (pro-rata)
<b>BENEFITS:</b>	
<b>(1) GP 24</b>	Staff will have access to remote, private GP services 24/7, 365 days a year. GP 24 is supported by highly experienced and knowledgeable doctors
<b>(2) EMPLOYEE ASSISTANCE PROGRAMME</b>	LAMDA offers an employee assistance programme (EAP) which is confidential and easy to access. This service is available to staff 24 hours a day, 7 days a week

## JOB PURPOSE

As LAMDA develops Knowledge Transfer Partnership (KTP) capacity we also embark on a new identity as an institution with expertise and academic thinking that can help drive strategic innovation projects with businesses.

This role is made possible and funded by Innovate UK as part of the recently received Knowledge Transfer Partnership Capacity Building grant and is supported by the University of Essex Knowledge Exchange Team which has an excellent track record in setting up and managing KTPs.

Working across the organisation, and in consultation with the University of Essex Knowledge Exchange Team, the KTP Administrator will support LAMDA in developing a KTP growth strategy, identifying the necessary steps needed for building a robust capacity within the institution to support KTPs.

## **DUTIES AND RESPONSIBILITIES**

- Working closely with the Head of Social & Charitable Innovation, conduct an audit of LAMDA's existing KE delivery resources, examining current KE strategy and reporting on any mismatches which could hinder delivery
- Audit relevant expertise and capacity in each department for potential KTP activities, including writing a summary report of existing ongoing informal KE activity which may be under-reported
- Working closely with the Head of Social & Charitable Innovation, and the Head of Actor Training, create a KE framework which includes the identification of existing systems and processes available for KTP activity; the setting up tracking and recording processes for current (and future) KE activity; the identification of necessary involvement from other departments (e.g. HR and Finance) ahead of a first KTP being secured
- Support the development of an internal engagement event for teaching and academic staff to generate interest in formal industry partnerships
- Undertake an initial piece of market research to identify the size and shape of the potential market for LAMDA KTPs, including scope of working with current industry partners. From this, develop an initial go-to market strategy for a KTP offering
- Review the success of the Capacity Building work streams and develop a roadmap outlining immediate next steps necessary to secure a first KTP within 12 to 18 months of project completion

***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.***

## PERSON SPECIFICATION

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
<b>SKILLS / ABILITIES</b>	<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 &amp; information clearly &amp; 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
<b>KNOWLEDGE</b>	<p>Understanding of how to approach market research and skills audits</p>	<p>Knowledge of the performing arts sector, particularly theatre, film and/or TV</p> <p>An understanding of research and knowledge exchange frameworks</p>	CV/Cover letter/ Interview
<b>EXPERIENCE</b>	<p>Rounded experience of office administration</p> <p>Event creation and delivery</p> <p>Experience of working in the arts or higher education sectors, or within a complex organisation</p>	<p>Previous experience of KTP administration</p>	CV/Cover letter/ Interview
<b>QUALIFICATIONS</b>	<p>Professional level of expertise/experience, degree, or other relevant qualification</p>		Certificates (if applicable)

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
<b>QUALITIES</b>	<p>Positive, 'can-do' approach to work and presented challenges</p> <p>Ability to work under pressure and as part of a team</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>Self-motivated, starting with a commitment to own professional development</p>		CV/Cover letter/ Interview

## **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.

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.

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 alumni Benedict Cumberbatch was appointed the Academy's President.

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.