

Lab Producer (BFI Innovation Challenge Fund, ACES Project)

Department:	Psychology
Grade/ Salary:	Grade 6, £39,297 - £42,473 (pro-rata)
Contract Type:	Fixed Term until 30/06/2027
Hours:	28 per week (Part time)
Location:	New Cross, London

Goldsmiths

Goldsmiths, University of London is a world-leading centre of educational excellence where ground-breaking research meets innovative teaching and thinking. We're looking for inspiring and talented people to help build on our global reputation while also growing personally in a true learning organisation.

As a college we are working to tackle inequality in all its forms and are working to promote equality on grounds of race, disability, age, sex, gender identity, sexual orientation, religion and belief, marriage and civil partnership, pregnancy and maternity, and caring responsibilities. We are keen to attract candidates from diverse backgrounds who share our commitment to creating an inclusive culture in which all students and staff can thrive.

Information for candidates with disabilities can be found on our [Disability & Individual needs](#) page. We are happy to supply information in alternative formats for disabled applicants. Please contact hr-recruitment@gold.ac.uk to make your request.



Futures of Creativity Institute

Introduction: Prof Jonny Freeman, Director of Goldsmiths Futures of Creativity Institute, CoSTAR Foresight Lab and the BFI Innovation Challenge Fund ACES (AI, Carbon, Equity, Skills) project is hiring a Lab Producer to support the Lab's Programme Manager fulfilling lab programme management administrative responsibilities, and producing and delivering the research and reporting elements of the ACES project. As such the role will be varied, fast-paced and impactful. Role responsibilities will include: project management and reporting within the systems operated by the Lab, coordination of research activities and conducting foresight research, across the three workstreams (EDI, AI and workforce, Carbon leadership) within the BFI Innovation Challenge Fund funded ACES project, budget oversight and administration in partnership with Goldsmiths research finance functions, reporting on progress and budget to BFI (ACES funder), and delivery of Foresight workshops and activities across the project workstreams in partnership with researchers across the project, and the wider portfolio of projects running in the Lab. The role holder's work will sit within the Direction of Professor Jonathan Freeman. Responsibilities for the role are typical of those for Goldsmiths project managers, and are as defined in the research proposal.

<https://www.costarnetwork.co.uk/labs/foresightlab>

Department of Psychology: Professor Freeman's labs (FOCI, Foresight Lab, ACES) are headquartered in the Department of Psychology at Goldsmiths. The Department has an innovative outlook, with world leading experts in all areas of Psychology. This includes 'traditional' areas such as neuroscience, clinical, educational, social, and forensic psychology as well as more innovative areas (media, consumer, digital, art, aesthetics, dance and music), that take full advantage of the learning ethos at Goldsmiths. REF 2021 recognised the significant quality and impact of the department's research in society. Overall, 82% of our research and 100% of our research impact was rated at 4* and 3* level (quality that is world-leading or internationally excellent). Our research output reflects our diverse specialisms. We pride ourselves on being current, critical, and creative in our research.

Job description

Reporting to: Director of Futures of Creativity Institute and CoSTAR Foresight Lab, Professor Jonathan Freeman

Summary:

As Lab Producer (ACES), you will play a pivotal role in ensuring the smooth delivery of the Lab's ambitious, distributed multi-partner research plans. With a focus on research coordination and delivery of ACES (AI, Carbon, Equity, Skills), one of the Lab's sub-projects funded by the BFI Challenge Fund, you will work closely with the Foresight Lab Programme Manager, the Lab Director, and ACES Co-Directors at the University of Edinburgh, and Loughborough University), as well as the project's delivery partners, Julie's Bicycle and Sunderland Software City. The role will involve extensive engagement with Professional Services teams at Goldsmiths, and frequent interaction with external partners.

Your role will span liaison across multiple project partners, delivery partners and contractors, project planning and monitoring, event delivery, facilitating workshops, formal reporting to the funder, procurement and support to contract management, and communications management. The post would suit a project manager with experience in a hands-on role in a fast-moving, complex project operating research or arts/cultural institution, or related areas. We are looking for a socially skilled, flexible and pragmatic individual with a keen eye for detail and excellent communication skills.

Main duties:

- Conducting foresight research, coordinating research activities (including workshop facilitation), across the three ACES project workstreams (EDI, AI and workforce, Carbon leadership), under the Direction of Professor Jonathan Freeman.
- Project Management, including:
 - Supporting the Programme Manager, director and co-directors with operationalisation of research plans and activities, and strategic input across the project.

- Providing day-to-day financial oversight and administration, in coordination with Goldsmiths' central Research Services and Finance teams
 - ACES Project budget oversight and administration in partnership with Goldsmiths research finance functions and the CoSTAR Foresight Lab Programme Manager
 - Delivery of Foresight workshops and activities across the ACES project workstreams in partnership with researchers across the project, and the wider CoSTAR Foresight Lab
 - Coordination of project: engagement series; dissemination; innovation planning
 - Supporting procurement and contract management including to monitor the progress of partners and suppliers
 - Coordinate formal reporting to the project funder (BFI), including finance reporting, monitoring and evaluation of deliverables and KPIs
 - Managing and supporting progress against our project plan.
 - Maintain the project's action log, supporting the Programme Manager, project directors and teams to plan and prioritise accordingly
 - Supporting and participating in project teams to help ensure that projects are completed on time and in scope.
 - Working with relevant teams to ensure best practice in data management and research ethics compliance
- Communications and engagement, including:
 - Maintaining the project's Communications Plan
 - Coordinating comms activities for delegated work strands of the Foresight Lab, particularly ACES.
 - Production and planning for the ACES project
 - Supporting the development, publication and dissemination ACES outputs
 - Coordinating with comms colleagues at Goldsmiths, AHRC and ACES partners.
 - Administrative support, including:
 - Completing timesheets, procurement paperwork, expense claims, payment forms

- Coordinating the booking of travel and accommodation
- Supporting cross-team working
- Representing the ACES project at forums including the BFI Challenge Fund events and meetings
- You will be required to undertake any other duties as may reasonably be required
- Ensure that you are aware of and aligned with Goldsmiths' Regulations, Strategy, and Objectives to work together to proactively advance Equality and Diversity
- At all times to help maintain a safe working environment by participating in training as necessary and following the Goldsmiths' Health and Safety Codes of Practice and Policy

Person Specification

Detailed below are the types of qualifications, experience, skills, and knowledge which are required of the post holder. Selection will be made upon evidence of best fit with these criteria.

The Essential criteria sections show the minimum essential requirements for the post, therefore if you cannot demonstrate in your application, you meet the essential criteria categorised below, you will not be invited to interview.

The Desirable criteria sections show additional attributes which would enable the applicant to perform the role more effectively with little or no training.

The Category column indicates the method of assessment:

A = Application form

I = Interview

T = Test

C = Certificate

R = Reference

P = Presentation

	Category
Essential Criteria 1 - Qualifications	
Educated to first degree level or equivalent formal training	A, C, I
Desirable Criteria 1 - Qualifications	
Project Management Qualification	A, C, I
Essential Criteria 2 - Experience	
Project management experience across a variety of technical and digital projects including projects with complex constraints, dependencies and stakeholder interests	A, I, R
Demonstratable experience of successfully managing and delivering a range of projects within a diverse workload	A, I, R
Experience of working effectively and efficiently within both small and large teams.	A, I, R
Willingness and ability to travel	A, I, R
Excellent team-working approach and proven ability to work collaboratively across boundaries	A, I, R
Proven ability to proactively plan and direct own work, work under pressure to tight timescales, prioritise workload, ensuring deadlines are met and outputs are of an excellent quality	A, I, R
Demonstratable ability to plan and organise the allocation of project resources with some complexity and dependencies	A, I, R
Ability to take a flexible approach to work and respond to a busy and demanding environment	A, I, R
Experience of developing and maintaining a network of contacts throughout own work area	A, I, R
Desirable Criteria 2 - Experience	
Experience of working in the higher education sector, or demonstrable understanding of the cultural environment of universities and the issues impacting the sector	A, I, R

Experience working in the media production, in digital media Industries or similar in the creative industries sector	A, I, R
Essential Criteria 3 – Knowledge	
Demonstrable project management experience	
Experience of risk identification, management of risk and effective risk resolution	A, I, R
Ability to assess and organise resources, plan and progress personal work activities, with the support and guidance of the successful candidates' line manager	A, I, R
Ability to develop creative approaches to problem solving	A, I, R
Must be aware of the various elements of the project lifecycle	A, I, R
Desirable Criteria 3 - Knowledge	
Awareness of current R&D topics and challenges in advanced media production and creative technologies R&D	A, I, R
Essential Criteria 4 - Skills	
Effective communication skills, both written and verbal, delivering a variety of presentations, communicating to staff at all levels, including workshop facilitation.	A, I, R
Experience of formal project reporting to project funder	A, I, R
Adept and experienced at use of project management software, online or Microsoft Project (Online preferable) or similar	A, I, R
Good IT skills, including Microsoft Teams, Word, PowerPoint and Excel, Adobe InDesign, website Content Management Systems, the internet, etc.	A, I, R, P
The ability to plan, monitor and revise requirements based on changing circumstances and events.	A, I, R, P
Must be extremely organised with a methodical and structured approach to work, and good attention to detail.	A, I, R, P
Demonstratable ability to gather, analyse and present information, and deliver presentations	A, I, R
Management of information, including capturing actions, carrying out and follow up of actions	A, I, R, P

Ability to analyse and solve problems with an appreciation of longer-term implications.	A, I, R
Desirable Criteria 4 – Skills	
Report writing skills	A, I, R

Please also note that where qualifications are required, employment is conditional on the verification of them. Qualifications (must be original documents) will be checked on or before the first day of appointment.

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Summary of Benefits

If you choose to work with us, you'll become part of a learning organisation that is committed to professional and personal development, with comprehensive and innovative staff development and wellbeing programmes.

You'll also have access to frequent lunchtime and evening talks, seminars and performances, and annual performance and development reviews.

Our other benefits include:

- Competitive salary
- Working in Zone 2, with fantastic transport links and interest free travel to work loans
- Excellent annual leave entitlement plus additional closure days at Christmas and Easter
- 3 days of volunteering leave per annum, plus parental and study leave allowance.
- Maternity, paternity, shared parental leave and adoption leave and pay
- Membership of USS or LPFA pension scheme, dependent upon grade
- Contractual sick pay provision
- Access to an Employee Assistance Programme, offering 24/7/365 confidential and free advice, support, and information service on a range of personal, family, or work-related matters.
- Free eye tests
- Cycle to work scheme
- Wellbeing initiatives including the Chaplaincy and Staff Choir
- On-site [dining facilities](#)
- Access to University of London facilities such as [Senate House Library](#)
- Membership of Staff Diversity Networks: (Dis)Ability, Goldsmiths Race Equality Group, LGBTQ+, Menopause, Parents and Carers, Women at Goldsmiths. (Staff are also encouraged to join networks as Allies should they wish to do so rather than as members)

Further information

For more information about Goldsmiths, please visit: www.gold.ac.uk/about

Thank you for your interest in working with us, we wish you all the best with your application.