



Royal College of Art

Postgraduate Art & Design

JOB DESCRIPTION

Post:	Research and Knowledge Exchange Administrator
Department:	Research & Innovation
Grade :	6
FTE:	1 FTE – permanent role
Location:	Battersea
Responsible to:	General Manager, Research & Innovation

Background

The Royal College of Art is the UK's only entirely postgraduate institution of art and design, dedicated to teaching, research and knowledge exchange with industry. The RCA has been ranked the number one university-level institution for art and design, internationally, for the eighth consecutive year according to the QS World University Rankings by Subject, 2022.

The College currently has some 2,700 students registered for Graduate Diploma, MA, MRes, MPhil and PhD degrees, and this is set to rise to 3,300 in coming years with the introduction of the new campus at Battersea during 2022. The majority of postgraduate teaching and research supervision is delivered by the RCA's four Schools: Architecture, Arts and Humanities; Communication; Design, with each School led by a Dean of international standing, and a recognised leader in their field.

In addition, the RCA has a number of established and planned research centres: the Helen Hamlyn Centre for Design; the Material Science Research Centre (which includes the Burberry Materials Futures Research Group and the Textiles Circularity Centre); the Intelligent Mobility Design Centre, Computer Science Research Centre, and a future centre in Drawing. The RCA is also home to one of the UK's most successful university incubators, InnovationRCA.

Our People

The RCA's Royal Visitor (Patron) is HRH Prince of Wales; its Chancellor is Sir Jony Ive, and the Pro-Chancellor and Chair of Council is Sir Peter Bazalgette. The RCA's Vice-

Chancellor - the CEO of the institution - is Dr Paul Thompson. The RCA has more than 500 permanent staff, including internationally renowned artists, designers, architects, theorists and curators. These staff, together with an innovative pedagogy, world-class technical facilities and research centres, all contribute to an exceptional environment and a remarkable record of graduate employment. Generations of eminent graduates have created far-reaching impact and influence, such as Barbara Hepworth, Bridget Riley, David Hockney, Sir Ridley Scott, Sir James Dyson OM, Asif Kapadia, Thomas Heatherwick, Chris Ofili, Tracey Emin, Jake and Dinos Chapman, Christopher Bailey, Idris Khan, Chantal Joffe, Sir David Adjaye, Erdem, Philip Treacey, Monster Chetwynd, Oscar Murillo and Lina Lapelyte.

Strategic Plan 2022–2027

The RCA has developed a new strategic plan, involving all staff in a process that was concluded in March 2022, with the publication of a new Strategic Vision and Plan for the next five years, and the appointment of our new Chair of Council, Sir Peter Bazalgette.

This plan will embrace the roll out of a new model of delivery for our taught postgraduate programmes to support access and flexibility; it will underscore our commitment to being the world's most research-intensive art and design university; and it will commit to a number of Equity and Diversity goals which will lead towards the RCA becoming an anti-racist institution.

Research and Knowledge Exchange

The Research and Knowledge Exchange (RKE) Office is part of the Research & Innovation directorate, along with the four Research Centres and InnovationRCA. It provides central expertise and support for the College's research, knowledge exchange and executive education activities as well as for its research degrees. It is led by the Director of Research and Innovation, who is a member of the College's senior executive management group.

The RKE Administrative team provides administrative support across the full range of the RKE Office's responsibilities, including research grant development, research impact, research ethics, and research and KE reporting, knowledge exchange, executive education short courses, and postgraduate research students.

Purpose of the post

The RKE Administrator provides customer focused, efficient and effective administrative support to colleagues in the RKE Office and across the College for a range of research and knowledge exchange activities. This role involves a positive approach to problem solving, a high level of organisational skills, data management and financial administration, and the ability to manage a complex and varied workload and to take the initiative.

The role reports to the RKE General Manager and is part of a broad team, so the emphasis is on teamwork and working with colleagues across the team according to the demands of fluctuating workloads and priorities.

Main Duties and Responsibilities

Research and Knowledge Exchange Administration

- Act as secretary to the RCA's Research, Knowledge Exchange and Innovation Committees, and other relevant working groups; organising meetings, preparing and circulating agendas, minutes and other paperwork, in conjunction with senior RKE colleagues and the relevant committee chairs.
- Manage the workflow for the approval and signature of all Research & Innovation contracts with the Vice Chancellor's office.
- Manage the internal peer review process for external grant funding applications, ensuring papers are circulated and decisions communicated in an effective and timely way.
- Coordinate the Research Ethics approval process, ensuring that applications are completed accurately, processed appropriately, and that decisions are communicated effectively and in a timely way.
- Manage the College's internal research funding schemes, advertising calls for applications, compiling the paperwork for the internal review panel meetings, advising applicants of the outcome of their application, tracking expenditure against budgets, and preparing summary reports (e.g. of application numbers and award values) for internal committees as required by the General Manager, Research & Innovation.
- Provide financial and project management support to Research Development Managers including drafting budgets for submission of grant applications and reports.
- Support the RKE Office team with capturing and maintaining essential data and case study evidence to support formal reporting requirements including the RCA's submissions to the national Research Excellence Framework (REF) and Knowledge Exchange Framework exercises, reporting to Research England on QR funding spend, and reporting to College committees.
- Support the development and implementation of the new Research Information System and play a lead role in ensuring it is updated on an ongoing basis.
- Support the Research Information Manager to maintain up-to-date management information records, including information relating to staffing, external grants, the research pipeline, research outcomes and project outputs.
- Support the collection of materials for the College's electronic and physical research repository.

Marketing, Communications, and events

- Coordinate content development for the Research & Innovation section of the RCA website and Intranet, ensuring content remains accurate and up-to-date.
- Draft content and coordinate the production of relevant newsletters including Research & Innovation e-newsletter
- Oversee the maintenance and updating of mailing lists, project, contacts and prospects databases in accordance with the College's guidance on GDPR compliance.
- Coordinate and draft copy for presentations and College publications as required
- Lead on the administration and promotion of internal training; and organise external research and knowledge exchange meetings and events liaising closely with Schools, Marketing and Communications, academics and external organisations as appropriate.

General Administration

- Financial administration will include ordering stationery, supplies and equipment and processing orders.
- Administer the engagement and payment of visiting lecturers.
- Clerking and minute taking at meetings as required.
- Be responsible for meeting room configuration and set-up including ensuring AV equipment is working and setting up video/Skype calls, and proactively liaising with ILTS (technical services) where appropriate.
- Room booking through the RCA's timetabling system (CELCAT) for student-facing teaching and other events.
- Raise purchase orders and manage Research & Innovation financial activities using Agresso.
- Develop and maintain effective working relationships with administrative and academic staff across Schools, Centres and Professional Services.
- Demonstrate a professional and proactive approach to work at all times, and proactively seek and suggest improvements to ensure that efficient, accurate and high quality administration is maintained.
- Work collaboratively with department administrators to ensure all aspects of the directorate administration is delivered to a high standard.
- Assume any other administrative tasks and responsibilities as requested by the RKE General Manager.

Person Specification

Essential characteristics of the postholder:

- Educated to degree level or equivalent.
- Relevant administrative experience in Higher Education or a comparable environment.
- Proven experience in providing high-quality administrative support in an intensive, changing environment.
- Strong written skills and proven experience of minute taking and preparing committee papers.
- Highly numerate, with experience of financial administration.
- Excellent organisational skills, ability to use initiative, multi-task.
- Ability to manage and prioritise a heavy workload whilst retaining a high level of accuracy and attention to detail.
- Calm under pressure with a structured and methodical approach to problem-solving and analysis.
- Naturally collaborative approach and willing to work as part of a team
- Good level of digital literacy and proficient in the use of productivity suites (email, calendar, documents, spreadsheets, databases) such as Microsoft Office or Google for work.
- Good understanding of standards in managing, protecting and re-using information, including information security best practice and data protection principles. Excellent communication skills with people at all levels.

Desirable

- Experience of working in a higher education research environment.
- Experience of budget planning and monitoring, including liaison with finance and/or accounts specialists.

- Understanding and experience of UK and EU research funder procedures, policies, applications and reporting systems.
- Experience of developing copy for on and off line publications and of maintaining web pages.
- An interest and enthusiasm for contemporary art, design and culture.
- Experience of university systems and software – Financial (Agresso), HR/Payroll (iTrent), CRM system (Raiser's Edge) and student software/database.

Additional Information:

- Salary working 35 hours per week: £33,786 - £38,617 per annum inclusive of London Allowance
- 25 days annual leave plus extended breaks at Christmas and Easter at the discretion of the college (pro rata for fractional posts)
- Contributory final salary pension scheme and interest free season ticket loan are available.

SEPTEMBER 2022

PAY & BENEFITS

Pension

The Royal College of Art is a member of the Superannuation Arrangements of the University of London (SAUL) which is a contributory defined benefit pension scheme. The college will contribute a sum equal to 19% of your salary while you pay 6%.

Holiday

5 weeks (25 days) paid leave a year plus bank and public holidays normally observed in England and Wales. In addition, the college is normally closed for six days a year, one day either side of Easter and the remainder between Christmas and New Year, at the discretion of the college. Part-time staff will be entitled to the pro rata equivalent.

Season ticket loans

Interest-free loans are available for staff to purchase annual season tickets.

Enhanced maternity and adoption pay

Qualifying employees are entitled to enhanced maternity/adoption pay: 26 weeks' full pay, 13 weeks Statutory Maternity/Adoption Pay. This compares to the statutory provision of 90% of average pay for 6 weeks followed by Statutory Maternity/Adoption Pay for 33 weeks.

Enhanced paternity pay

Qualifying employees are entitled to two weeks' paternity leave entitlement at full pay. This compares to the statutory provision of two weeks' pay at the statutory rate.

Enhanced sick pay

Occupational sick pay after six months' service is three months' full pay/three months' half pay.

24/7 confidential support

Staff and family members in their household have access to a free, external confidential support service for work, financial, legal, family and personal problems 24 hours a day, 365 days a year.

Occupational health

Occupational Health support for the College is provided by Imperial College's occupational health service at their South Kensington Campus.

Cycle to Work Scheme

The Royal College of Art has signed up to the Cycle to Work Scheme – part of the government's Green Transport Initiative – which allows employees to make significant savings on purchasing new bikes and safety equipment.

Life Cover

Active members of the SAUL pension scheme automatically receive life cover. A lump sum of four times your salary together with a refund of your contributions and a 2/3 pension for your dependent/spouse is payable should you die whilst in employment.

Library

All staff are welcome to join the college library.

Events

All staff are welcome to attend exhibitions, lectures and private views held by academic schools and programmes.