



Royal College of Art

Postgraduate Art & Design

JOB DESCRIPTION

Post:	Senior Library Assistant
Scale:	Clerical/Admin Grade 6
Responsible to:	Information Services Manager
Term:	Permanent and full time

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 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.

Purpose of the post:

The post-holder will be part of a closely integrated team providing a proactive, efficient and responsive library service to students and staff. Responsibilities of this post include the Inter-Library loan and CLA services. The Library is based at the College's Kensington campus, with the post-holder expected to assist with the delivery of Library services at Battersea and White City sites.

Main duties and responsibilities:

- Manage the provision and delivery of the Inter-Library loan service.
- Manage the provision and delivery of the Copyright Licensing Agency (CLA) scanning requests from academic staff. This includes liaising with academic staff in response to their requests, ensuring requests can be supplied under the terms of the licence.
- Participate in the delivery of the Library enquiry service, including support on the library desk and online chat service.
- Contribute to creating and updating information on the VLE and LibGuides.
- Assist with cataloguing Library resources as required.
- Assist with the promotion of library collections and services, including the use of social media
- Participate in general housekeeping activities as part of Library operations.
- Contribute to the delivery of Library Services at Battersea and White City campuses.
- Assist with Library and Special Collections digitisation projects.
- Supervise the work of the Casual Workers (Student Assistants) as directed by the Information Services Manager, Reader Services Manager or Head of Library Services

- Attend and contribute to meetings as required and as agreed with your Line Manager.
- Comply with all Royal College of Art policies and procedures
- Undertake any duties consistent with your role as required and in agreement with your Line Manager

Person Specification

It is essential that the post-holder has:

- Experience of providing an Inter-Library Loan service
- Experience of delivering a document delivery/ scanning service
- Excellent communication and interpersonal skills, both written and verbal at all levels
- Excellent organisational and time management skills with the ability to prioritise as appropriate
- Ability to use initiative and work independently and as part of a team
- Excellent customer-focus and a flexible approach to work

It is desirable that the post-holder has:

- Experience of using the CLA Digital Content Store platform
- Experience of working in higher education
- Experience of cataloguing Library resources
- Experience of delivering online enquiry services
- Knowledge of copyright legislation
- Experience of creating social media content for a Library service
- Interest and enthusiasm for contemporary art, design and culture

The details of this Job Description may be reviewed from time to time according to the changing needs, functions and circumstances of the Royal College of Art.

Additional information

- Salary working five days per week: £33,786 - £38,617 inclusive of London Allowance.
- Normal hours will total 35 per week over five days, 9.30am to 5.30pm with an hour each day for lunch. Also an evening and Saturday shift on a rota basis as standard.
- 25 days annual leave plus extended breaks at Christmas and Easter
- A contributory defined benefit pension scheme and interest free season ticket loan are available
- Location: All three sites.

November 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

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. 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.

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.

Person Specification

It is essential that the post-holder has:

- Experience of providing an Inter-Library Loan service (2)
- Experience of delivering a document delivery/ scanning service (2)
- Excellent communication and interpersonal skills, both written and verbal at all levels (1.5)
- Excellent organisational and time management skills with the ability to prioritise as appropriate (1.5)
- Ability to use initiative and work independently and as part of a team (1.5)
- Excellent customer-focus and a flexible approach to work (1.5)

It is desirable that the post-holder has:

- Experience of using the CLA Digital Content Store platform.(1)
- Experience of working in higher education (1)
- Experience of cataloguing Library resources (1)
- Experience of delivering online enquiry services (1)
- Knowledge of copyright legislation (1)
- Experience of creating social media content for a Library service (1)
- Interest and enthusiasm for contemporary art, design and culture (1)

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