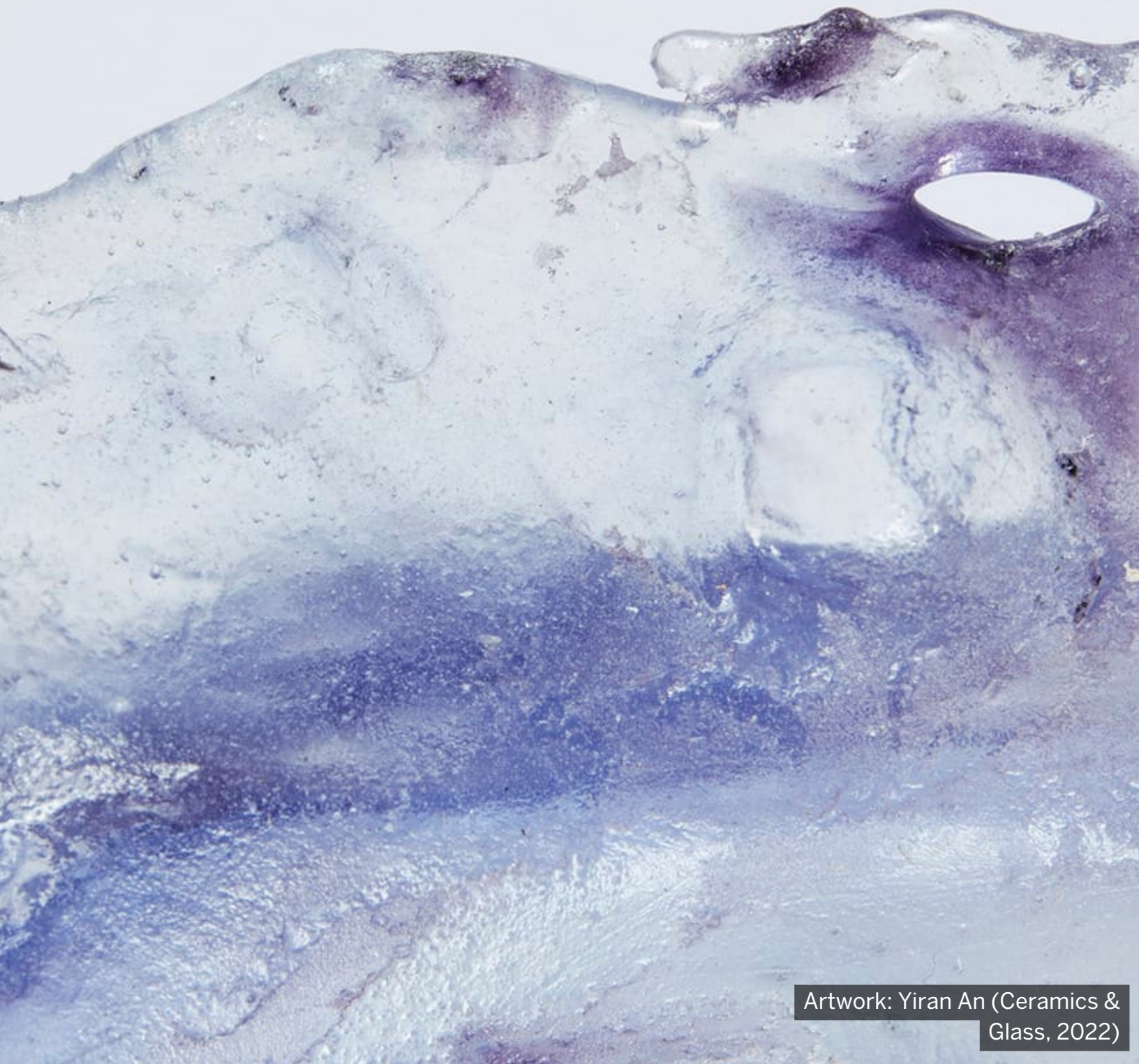


# RCA

# Resourcing Officer

## January 2023



Artwork: Yiran An (Ceramics & Glass, 2022)

# WELCOME TO THE RCA



Photo: Iwan Baan

Founded in 1837, the Royal College of Art (RCA) is the world's largest community of postgraduate art and design students. It is also the oldest art and design university in continuous operation and has been ranked as the world's number one art & design university for a remarkable eight consecutive years (QS World Subject Rankings 2015–22).

The RCA is research-led, and recognised in the UK-wide Research Excellence Framework (REF) as the UK's most research-intensive institution – with an increased proportion of the College's outputs classed as 'internationally excellent' and 'world-leading' in the most recent REF assessment of 2022.

Over 2,700 students are spread across four schools, studying at Graduate Diploma, MA, MPhil, MRes and PhD levels, with plans for this to rise to 3,300 by 2027. The College's mix of professionalism and creative freedom, together with its renowned academic community and rigorous academic framework, provides the ecosystem in which students flourish and achieve their highest potential.

The RCA espouses a hybrid approach, supporting 'traditional' making and technical skills in fine and applied art and design alongside the foundational sciences, engineering and technology which underpin designers' ability to solve today's global challenges. The RCA champions the value of interdisciplinary learning, and was the first art and design university in the world to implement a STEAM (Science, Technology, Engineering, Art and Design and Mathematics) academic vision, with investment in new faculty posts in Materials Science; Computer Science and Robotics alongside art and design disciplines.

# OUR VALUES



The RCA has developed a new strategic plan with the publication of a new Strategic Vision and Plan 22-27, and the appointment of our new Chair of Council, Sir Peter Bazalgette. This plan will embrace the rollout 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 several Equity and Diversity goals which will lead towards the RCA becoming an anti-racist institution.

The RCA community operates in line with four agreed values:

## Curiosity

We have a tenacious commitment to innovation and openness to change. We positively interrogate ideas, assumptions and plans and welcome the honest scrutiny that is alive in a learning community.

## Inclusion

We celebrate diversity and embrace difference as a source of strength. We strive for an inclusive RCA community, removing barriers and challenging exclusionary and discriminatory practices.

## Collaboration

We value what happens together and we help and support each other to achieve our collective goals. We work in partnership with our students, staff, alumni, institutions and communities across the globe to make a lasting difference.

## Integrity

We are always willing to listen, we offer constructive feedback and we promote accountability, building relationships of mutual trust and respect. We are resilient in the face of challenges, pursuing outcomes with individual, cultural, societal and economic impact.

# OUR PEOPLE



Photo: Richard Haughton

The RCA's Chancellor is Sir Jony Ive, and the Pro-Chancellor and Chair of Council is Sir Peter Bazalgette (please see link to Council independent members' biographies). The RCA's Vice-Chancellor - the CEO of the institution - is Dr Paul Thompson, who joined the College in 2009.

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.

# RESOURCING OFFICER



Photo: Richard Haughton

Reporting to the Resourcing Partner the postholder will be the first point of contact for candidates wishing to work at the RCA, presenting a highly professional service and managing the end-to-end staff recruitment process.

The postholder will have a background or interest in creative design and/or digital marketing to support with art working and applying our brand across a range of media and creating marketing job packs for advertising.

You will work closely with the Communications and Marketing team, the wider Resourcing team and Recruiting Managers to deliver design; marketing solutions for recruitment campaigns and manage a varied number of vacancies through the end to end process.

## Key responsibilities

- To be the lead in the Resourcing team on developing our suite of recruitment material, and implementing standardised recruitment literature for the RCA, that highlights our unique student and workplace proposition.
- To work in collaboration with colleagues in Communication & Marketing, the wider Resourcing team and Deans/Directors to develop both organisation-wide, and School/Department specific literature.
- To design and deliver content to feature across our social channels & media channels.

- To review the success of recruitment campaigns in specific mediums; and provide recommendations on the level of impact/volume of applications/successful applicants.
- To review the end to end Recruitment process, and make suggestions to streamline or improve the process for consideration. This work should be focussed on both the applicant experience and the recruiting manager experience. To then drive implementation of these changes.
- To be the lead Resourcing team member on agreed Recruitment Campaigns.
- Be responsible for the placement and publishing of adverts that are of the highest quality and attract candidates through using appropriate advertising medium.
- Coordinate the production of campaign literature internally or with engaged agencies.
- Provide recruitment administration, including responding to application enquiries, preparing interview packs, general recruitment correspondence and providing administration support to recruitment projects.
- Coordinate shortlisting and interview panels.
- Conduct pre-employment administration, including verifying right to work, taking up references, making conditional offers, drafting new staff contracts and onboarding new starts.

#### Knowledge/Experience

- Experience in recruitment marketing and excellent job market knowledge - with good understanding of how to plan, develop and deliver candidate attraction campaigns and initiatives.
- Confident in delivering candidate attraction initiatives – including media, digital and social media and helping to build employee ambassador communities.
- Experience of working in a complex organisation and dealing with multiple layers of stakeholders. Professional Services experience would be advantageous.
- Ability to write quality briefs, such as media briefs, succinctly capturing the requirements
- Resilient, adaptable and performs well in a high-performance and agile environment.
- Ability to multi-task and work efficiently against deadlines.
- Excellent project management skills
- High impact communication and interpersonal skills.

- Collaborative approach and experience consulting with multiple stakeholders
- Forward thinking and proactive approach – solutions orientated; ideas driven.
- Self-motivated to work autonomously and a good team player
- Effective computer skills (including Microsoft PowerPoint, Excel, Teams, Word and Internet research).

# PERSON SPECIFICATION

## Essential

- Educated to degree level or evidence of a high level of literacy, including computer literate, and a good general education.
- Demonstrable experience of working in a busy Recruitment Team.
- Able to communicate in a clear manner at all levels both verbally and in writing.
- PR/design or marketing experience – either outside of HR or within a Recruitment role.
- Being able to persuade others and negotiate to reach agreement if necessary.
- Able to write to tight deadlines and manage a diverse workload
- Good customer service skills and ability to explain complex issues simply.
- Excellent communication skills with the ability to communicate effectively within the College with a broad range of staff.
- Attention to detail.
- Ability to prioritise effectively in a busy environment.
- Ability to handle sensitive & confidential issues including data privacy, keeping the manager informed at all times.
- Ability to work as part of the Human Resources team and working flexibly on other areas within HR as demand arises.

## Desirable

- Experience of working in a Higher Education environment.
- Knowledge and experience of using Stonefish
- Demonstrable experience of developing stories and messages that are on brand from briefings or background information.
- Able to create impactful and persuasive advertisements and copy.
- An understanding of how to achieve objectives through media and PR and social media techniques, and how to evaluate success.



# PAY & BENEFITS



Photo: Richard Haughton

## 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 21% 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. 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.

### 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.

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