



Royal College of Art
Postgraduate Art & Design

JOB DESCRIPTION

Post: Library Assistant

Scale: Clerical/Admin Grade 4

Responsible to: Information Services Manager

Term: Full time and permanent

Background

Founded in 1837, the Royal College of Art 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 1 art & design university for a remarkable eight consecutive years (QS World Subject Rankings 2015-2022).

The RCA is research-led, and recognised in the UK-wide REF (Research Excellence Framework) 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.

Studying at the RCA is the starting point for the world's creative leaders. With more than 20,000 RCA alumni across the globe, the RCA's graduates form a unique international network of artists, designers, creators and innovators. Every year, RCA alumni are recognised as leaders in their discipline, making national and international headlines for their work, which shapes the world we live in. Its graduate start-up incubator, InnovationRCA, is one of the most successful in the country with a high proportion of female start-up founders and a high 'survival' percentage after five years of trading.

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.

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.

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. By applying creative insights to evidence-based science, its staff, students, researchers and start-ups are addressing major global challenges such as rapid urbanisation and transport; loss of biodiversity; ageing populations; unsustainable consumption and production; and the rise of AI.

Our People

Prior to the death of Her Majesty, the RCA's Royal Visitor (Patron) was HRH Prince of Wales; however, His Majesty King Charles III's office has yet to confirm which institutions he will continue to serve as a Patron, following his ascension to the throne. The RCA's 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, who joined the College in 2009.

The RCA's academic faculty bring world-leading expertise and industry knowledge to the tutorial-based model of teaching. There is a core academic and research workforce of 230 FTE, supported by around 170 Associate Lecturers and a wide range of Guest Lecturers who bring 'live industry' experience into the taught curriculum – for example, Amin Taha of GrantOn design, whose work was twice shortlisted for the RIBA Stirling Prize in 2017 and 2021, teaches in the School of Architecture; and Yao Yingjia, who is Vice President and Chief Designer at Lenovo teaches in the School of Design.

The RCA operates a high staff-to-student ratio, combined with contemporary and industry-focused teaching perspectives. It also employs a team of 75 highly skilled technicians, many of whom themselves have postgraduate qualifications in their fields of specialism, which range from rapid prototyping and subtractive manufacturing, to film and sound engineering, and from digital modelling to metal fabrication and jewellery making.

Strategic Plan 2022–2027

The RCA's Strategic Plan 2022–27 is attached. During this time, the RCA's strategic vision is to increase its influence on the world stage of globally ranked universities, punching significantly above its weight, and attracting, supporting and convening the world's most talented faculty, students, artists, designers and creative leaders.

The RCA will remain an independent, postgraduate institution with a sharply distinctive and fresh research agenda and a research-driven approach towards our taught programmes that keeps it always one step ahead. It will focus on areas of expertise that only the RCA can offer – including some big-bet propositions where there is an appetite for well-managed risk and preparedness to enter new ventures with new associates. The RCA will lead in new fields of creative practice and intellectual inquiry where we believe

creative insights and a uniquely RCA perspective will catalyse new solutions to global challenges. The RCA recognises that the winning formula must be built upon a diversity of student talent with a taught Master's model that is more inclusive, affordable and better suited to twenty-first-century lifestyles and careers.

The Strategic Plan includes the rollout in 2022/23 of an entirely new model of delivery for the RCA's taught postgraduate programmes to support access, widening participation and student flexibility; it underscores the RCA's commitment to remain the world's most research-intensive art and design university; and it commits to a number of equity and diversity goals which will lead towards the RCA becoming an anti-racist institution. Many of the initiatives within the former and current Strategic Plan are predicated upon the success of a very active comprehensive capital campaign, entitled GenerationRCA which launched in early 2018 and which has raised over £85m to date against a goal of £100m. GenerationRCA supports major capital projects, professorial posts, student financial aid and scholarships. The College's five-year Financial Plan assumes c.£45m of new cash receipts will be secured between 2022–27.

The Strategic Plan is 'twinned' with an underlying Operating Plan which outlines the delivery and KPIs which will enable the institution to deliver its ambitious strategic plan.

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 providing support in acquisitions and cataloguing as well as general housekeeping tasks as part of the effective delivery of the Library service. 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:

- Provide support to acquisitions of books. This includes adding book orders to the Library management system and downloading catalogue records.
- Assist with receiving and processing of book and journal orders prior to cataloguing and complete processing tasks of resources to be shelf-ready.
- Assist with adding and editing catalogue records Library as required.
- Participate in the delivery of the Library enquiry service, including support on the library desk and online chat service.
- 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 collection maintenance, including basic book repairs and organising binding consignments.
- Contribute to the delivery of Library Services at Battersea and White City campuses.

- Assist with Library and Special Collections projects
- 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

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.

Person Specification

It is **essential** that the post-holder has:

- Experience of working in a Library or a similar 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
- Able to work accurately with good attention to detail

It is **desirable** that the post-holder has:

- Experience of working in higher education
- Experience of delivering online enquiry services
- Experience of creating social media content for a Library service
- Interest and enthusiasm for contemporary art, design and culture

Additional information

- Salary £26,428 to £28,926 inclusive London Weighting per annum.
- Normal hours will total 35 hours per week over 5 days, 9.30am to 5.30pm with an hour each day for lunch. Including an evening and Saturday shift on a rota basis as standard.
- 25 days annual leave per annum pro rata, plus extended breaks at Christmas and Easter. At the discretion of the College
- A contributory defined benefit pension scheme and interest free season ticket loan are available.
- Term: Permanent and full time
- Location: All 3 sites

January 2023

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 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, 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.