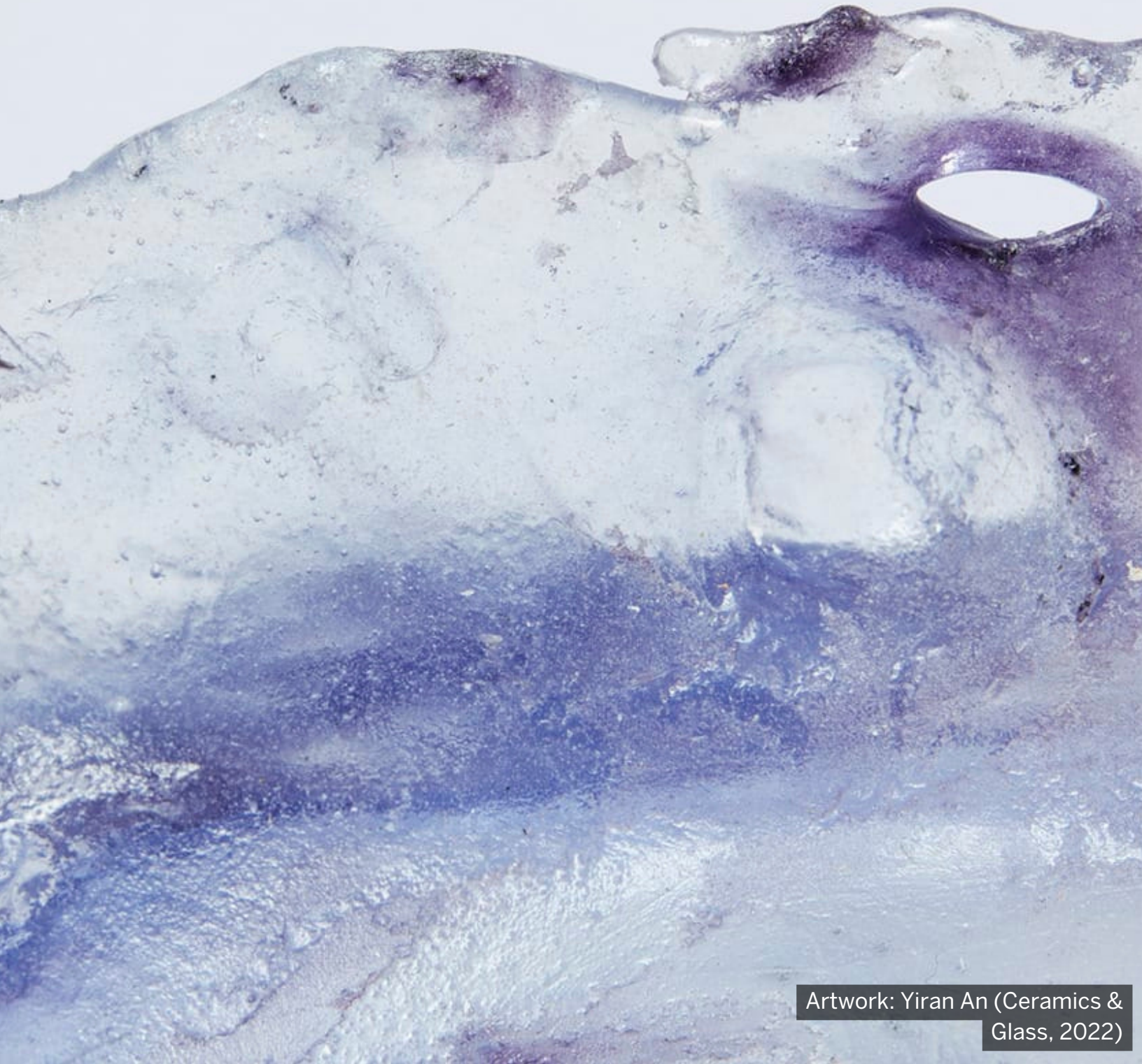


# RCA

## Payroll Manager February 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.

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



Photo: Richard Haughton

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 the Council is Sir Peter Bazalgette (please see a 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 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.



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





# OUR VALUES



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.



# PAYROLL MANAGER



Photo: Richard Haughton

## Role Purpose:

To manage and oversee the effective and accurate processing of monthly payroll for all staff at the RCA (including Casual Workers), ensuring the process is efficient, in line with best practice and is legally compliant.

## Key Responsibilities

- Ensure accurate and timely processing of payroll to the College's outsourced payroll provider, liaising with Finance colleagues as appropriate;
- Continually monitor and refine employee life cycle processes that are pay-impacting to ensure effectiveness, accuracy and efficiency;
- Ensure RCAs Pension Scheme is being managed in line with Pension Regulator guidance and SAUL scheme rules, including monthly reconciliation(s);
- Ensure Pension auto-enrolment process is administered;
- Oversee the payroll administration of RCAs Benefits and ensure appropriate procedures are in place e.g. cycle to work scheme;
- Administer Annual Pay Awards (including incremental progression, cost of living awards and changes to National Pay rates, ensuring eligibility rules are correctly applied);
- Oversee the management of time and expenses claims for non-salaried colleagues to ensure hours/days worked are paid accurately;



- Work in close collaboration with HR Operations Coordinator to ensure an effective 'input' process ensuring data entries are accurate e.g. leavers, and staff changes.
- Be the RCA SME on Payroll legislation and custodian of best practices;
- Relationship lead with our outsourced payroll provider (MHR) to enable effective delivery of all payroll outputs, and monitor the performance/delivery of the service;
- Ensure clear guidance is in place to enable college-wide understanding of Payroll cut off dates and Line Managers' responsibilities in communicating changes to the HR Team;
- Work in close liaison with our Resourcing team to ensure effective new starter and onboarding set-up to enable accurate Tax/Nl deductions;
- Report on P11Ds
- Support internal audits carried out with regards to Payroll;
- Support in final salary calculations e.g. Redundancies;
- Ensure administration of court orders and Direct Earnings Attachments are correctly applied;
- Ensure configuration of our HR system (iTrent) is appropriate to ensure statutory Absence Schemes are correctly applied;
- Work in close liaison with the HR Data Analyst to ensure HR records enable accurate reporting that has a budgetary impact e.g. coding, and organizational structure.
- Be the point of escalation for the HR Operations team and wider HR team in the handling of pay-related queries that may be complex;
- Ensure that the Payroll pages on the HR Hub are maintained and up to date;
- Manage any payroll errors in line with RCA procedures ensuring Advances required are calculated with cases submitted to Finance for payroll, which includes the recouping of overpayments;

#### Additional Information:

- 35 hours per week, 9.30am to 5.30pm Monday to Friday with an hour each day for lunch
- A contributory defined benefit pension scheme and interest free season ticket loan are available.
- Salary £49,331-£55,089 per annum.
- The successful applicant will be appointed to the first increment on the advertised pay grade. Thereafter and subject to satisfactory performance, the role holder will be eligible for an annual increment each year, normally with effect from 1 August.



# PERSON SPECIFICATION

## Essential

- Significant experience of Payroll and Pensions management
- Proficient in the use of HR/Payroll systems, such as iTrent
- Excellent interpersonal skills, with the ability to communicate effectively, both verbally and in writing and to a high level of accuracy and attention to detail.
- Experience in handling difficult and sensitive situations, recognising confidential issues and dealing with them appropriately and with discretion
- Experience working alongside an outsourced Payroll provider
- Experience in Pension Administration, including monthly reporting and reconciliation of contributions
- Subject Matter Expert, involved in providing insight to System Architects to ensure the system accurately administers pay-related calculations (such as rates for Occupational Maternity Pay, Occupational Sickness Absence schemes etc)
- Excellent attention to detail and problem-solving approach



# 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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