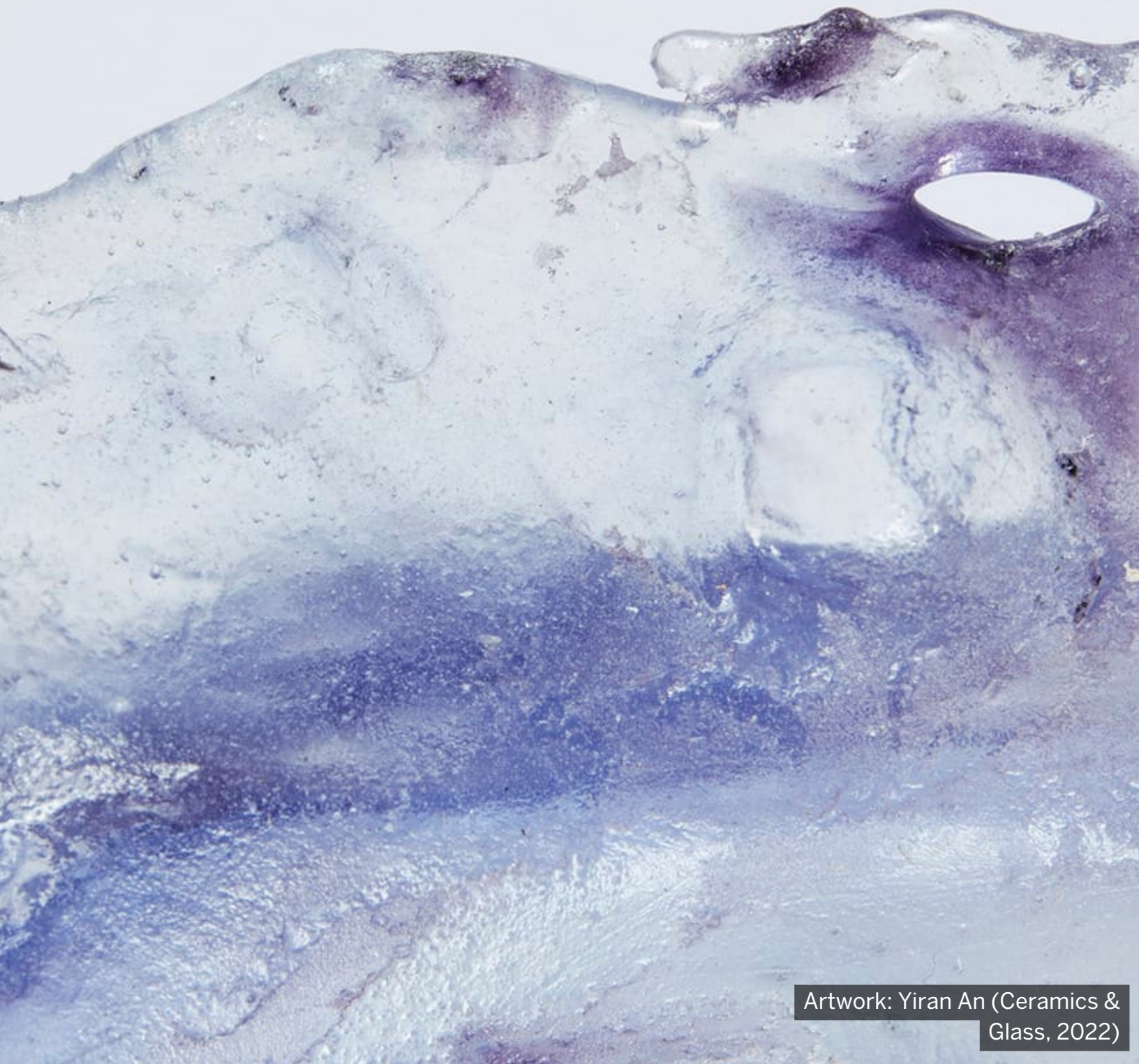


RCA

Research Centres 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 'twinned' 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.

Research Centres Manager



Photo: Richard Haughton

Research Centres

The RCA Strategic Plan 2022-27 sets out Research Excellence as Goal 1, with the RCA Research Centres playing a key role in the delivery of this vision. The Helen Hamlyn Centre of Design has been at the RCA for thirty years, the Intelligent Mobility Design Centre was established in 2016, the Materials Science Research Centre was established in 2018 and the Computer Science Research Centre began in 2020. Working with peer-reviewed research funding, industry collaborations and executive education delivery, the centres host a range of projects including a collaboration with Hong Kong Polytechnic University for the Artificial Intelligence Design Laboratory, the UKRI Textiles Circularity Centre, a partnership with Hyundai Kia, the Design Age Institute amongst others.

Purpose of the post

The role works with the Head of Research Centres and the Centre Directors to lead on the operationalisation of each Research Centre's strategy, ensuring effective liaison with the leads of the Research Centres and between the Research and Knowledge Exchange (RKE) Office, the Schools, and Professional Services. The post will coordinate across Centre core activities and a range of research, knowledge exchange and executive education projects.

The post manages a team of administrators who support the Centres across project delivery, resource management, events and marketing, and reporting. The post oversees processes and procedures for effective delivery of plans and projects, ensuring effective and compliant internal and external reporting and budget control. The role acts as a focal point for liaison with Central functions and disseminates information effectively across the Research Centres.

Main Duties and Responsibilities:

Management, planning, and development

- Support Centre Directors and Head of Research Centres to operationalise research strategies and business plans for each Research Centre, including effective management of human, financial, and accommodation resources of the Centres.
- Lead on the day to day operational management of RCA's Research Centres, ensuring a high-quality experience for staff, students, and visitors.
- Manage the Centres resource planning, including space and accommodation, ensure efficient operational management of the Research Centres, recognising the individual needs and plans of each Centre and ensuring alignment with RCA policies and procedures, introducing improvements in consultation with relevant colleagues as required.
- Work closely with the General Manager, Research and Innovation, to align operational processes and procedures and ensure smooth and effective information flow and sharing best practice.
- Generate standard operating procedures for the Centres teams, ensuring effective coordination of work, finding positive solutions and contingencies, and exploring ways to optimise resources.
- Develop and manage processes for the implementation and progress monitoring of all strategies and business plans.

Finance, reporting, and record-keeping

- Work with the Head of Research Centres and Centre Directors in the preparation, forecasting, monitoring, and reviewing of budgets in line with College policies, financial regulations, and good practice.
- Generate Centre-level procedures in line with institutional policies, ensuring effective utilisation of the College financial management system (Agresso) to raise and review the status of purchase orders and run detailed reports.
- Generate Centre financial reports, working with the RCA's Finance team on the clarification of reports, including variance analysis.
- Oversee expenditure processing and tracking for the Centres, authorising expenditure where appropriate.
- Develop procedures for, and coordinate management information for all Research Centres, including a schedule of requirements, ensuring regular updates by all required parties and aligning with institutional reports and databases as appropriate.
- Supporting Centre Directors and Head of Research Centres with management reports as required.
- Support the Research and Knowledge Exchange team with reports as required and facilitate REF processes with Centre staff, ensuring staff are aware of, and compliant with, institutional policies.

HR, Staff and student support

- Support the Centre Directors in effective recruitment, liaising with HR on the development of job descriptions and processes and supporting recruitment delivery.
- Lead on effective staff integration and on-boarding into the Centres, including visiting researchers, supporting Directors with recruitment and HR processes, in line with institutional policies.
- Lead and line manage the Research Centres Administrative team planning work schedules in conjunction with the Head of Research Centres and Centre Directors, and supporting team members in their areas of responsibility through guidance and leadership.
- Recruit and manage temporary staff when necessary.
- In liaison with the Centre Directors and Head of Research Programmes, ensure PhD student recruitment is managed in line with College-wide procedures.
- Work with staff across the College to ensure effective and efficient student management and a high-quality student experience.

External Relations / Marketing, communications & events

- Track all partnerships and relationships for the Research Centres, developing effective processes for monitoring statuses and providing up to date information.
- In conjunction with Marketing and Communications, oversee marketing and communications plans for each Centre, ensuring a regular, consistent flow of information.
- Oversee all marketing and communications mechanisms, including printed publications and reports, website and social media, and centre events.
- Manage Centre events, coordinating delivery and logistics.

Research development and project management

- Liaising with colleagues in Research Development, Knowledge Exchange, and Executive Education to understand upcoming opportunities, sharing these with the Centres.
- Work with the Centre Directors, Head of Research Centres, and RKE office to:
 - Support the coordination and submission of research and knowledge exchange funding bids;
 - oversee all Centres funding award management, ensuring effective and compliant project implementation, progress and expenditure monitoring, and reporting (financial and non-financial) in conjunction with the Post-Award Research Manager.
- Work with the Executive Education team in planning, preparation, and delivery of executive education and studio projects.

Additional Information:

- 35 hours per week, 9.30 am to 5.30 pm 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 £44,215-£48,021 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 criteria:

- An honours degree (or equivalent) with evidence of strong analytical skills.
- Experience working at a relevant level in an administrative/business management capacity.
- Experience working with research funding (or similar), including understanding application and award requirements and ensuring compliance with funding terms and conditions.
- Experience in contributing to the setting and management of budgets and financial planning, including planning resource allocation, and income maximisation.
- Ability to design transparent, easy-to-use, compliant, administrative processes and structures that support teams in project delivery.
- Proven interpersonal and communication skills with a high degree of tact and diplomacy, able to deal with internal and external contacts, and students as well as senior academic staff, appropriately.
- Proven line management experience, and experience in influencing and collaborating constructively with colleagues at all levels.
- High level of digital literacy and IT skills including productivity suites (Microsoft Office, Google for work), Web/Internet use and financial management systems.
- Detailed understanding of standards around managing, protecting and re-using information, including information security best practices and data protection principles.
- Ability to use initiative and work as part of a team.
- Ability to deal positively and constructively with change and to juggle conflicting priorities.
- Demonstrable commitment to diversity and equality of opportunity with the ability to work harmoniously with colleagues and students of all cultures and backgrounds.

Desirable criteria:

- Experience of working in a higher education research environment or similar.
- Experience of university systems and software, including Financial (Agresso), HR/Payroll (iTrent), CRM (Raiser's Edge), and student database systems.
- Experience with marketing planning for print, website, social media and internal systems.
- An interest in and enthusiasm for contemporary art, design and culture.

Innovative and flexible approach to work.

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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