



Royal College of Art
Postgraduate Art & Design

Post: Knowledge Transfer Partnership Manager

Grade: 8

Hours: 0.8 FTE – fixed term for 24 months

Department: Research and Innovation

Responsible to: Head of Knowledge Exchange

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



Royal College of Art

Postgraduate Art & 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 available on the RCA website. 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



Royal College of Art

Postgraduate Art & Design

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.

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 and Knowledge Exchange office



Royal College of Art

Postgraduate Art & Design

Research and Knowledge Exchange provides central infrastructure, expertise and support across the strategically important areas of research, knowledge exchange, executive education and research degrees. The Research and Knowledge Exchange office at the RCA is led by the Director of Research and Innovation, who is also responsible for the RCA's Research Centres and InnovationRCA and is a member of the College's Executive Group and Senior Management Team.

Purpose of the role

The RCA is a research-intensive art and design institution that works across disciplines and with partners in business and industry, ranging from leading automotive, technology and fashion brands to the NHS, major creative and cultural organisations, and local community groups. It has a track record of excellent performance in recent REF and KEF exercises, and now seeks to develop its Knowledge Exchange partnerships further, in line with its strategic objectives to undertake excellent research and teaching that changes the world for the better. The Knowledge Transfer Partnership Manager is responsible for the generation and management of Knowledge Transfer Partnership (KTP) projects across the RCA. This includes working with academic staff to support and manage the effective delivery and reporting of live KTP projects, identifying opportunities for new KTP projects, leading the development of applications for new KTP and related projects, and managing business and academic relationships to support delivery of the RCA's strategic objectives for Knowledge Exchange (KE). The ideal candidate will take a pro-active approach to new business development, generating commercial opportunities for KTP, studio, consultancy and contract research projects funded by partners in a range of business sectors and industries as well as in the public and third sectors.

Main duties and responsibilities

Knowledge Transfer Partnership (KTP) support

- To manage the RCA's existing KTP portfolio, leading on project reporting, financial management and meetings and communications with academic, business and funding stakeholders;
- To liaise with the RCA'sKTP Adviser and InnovateUK to ensure the successful management and delivery of KTP projects;
- To manage the recruitment of KTP Associates for new KTP projects, with support from Head of Knowledge Exchange, academic supervisors and Human Resources;
- To monitor and manage KTP project budgets, working closely with relevant colleagues in the Schools, Research Centres, RKE office and Finance;
- To ensure that Local Management Committee meetings for current KTP projects are managed effectively and fully supported;
- To undertake marketing and promotional activities internally and externally to communicate the impact and successes of KTP projects, working in conjunction with the RCA's Communications & Marketing team;
- To maintain information and reporting systems with accurate and up-to-date input;
- To develop communication materials for KTP projects, and to act as the first point of contact for KTP enquiries;
- To engage with businesses and the RCA academic community to explore and develop new KTP projects, working closely with the RKE Development Managers and Head of Knowledge Exchange;



Royal College of Art

Postgraduate Art & Design

- To provide advice and guidance to the Schools and Research Centres on the KTP application process, and to lead the preparation and submission of new KTP proposals.

Business development

- To pro-actively initiate discussions with both academic and professional services colleagues across the College to identify and develop new opportunities with both large companies and SMEs to increase a diverse range of the KE portfolio;
- To develop proposals, presentation packs and pitch decks for new business opportunities
- To participate in and, as appropriate, to lead meetings with both potential and existing clients in order to identify, develop and discuss new partnerships and projects.

Proposal and project development

- To develop budgets for new business opportunities in line with the RCA Costing and Pricing policy;
- To negotiate standard agreements with clients using the RCA contract templates, working with Head of Knowledge Exchange, RKE Development Managers and the RKE administration team to support the contract signing process;
- To ensure efficient monitoring and reporting of progress and outputs, and timely addressing of project issues, in the jobholder portfolio;

General

- To demonstrate a proactive approach to continuous improvement, supporting and promoting RKE processes and policies and contributing to process improvement as appropriate;
- To work in accordance with the College policies and processes, including equality and diversity, health and safety, data security and others, and promoting and demonstrating high standards of professional integrity.
- To undertake continuous personal and professional development and training, as agreed by your line manager
- To undertake travel as reasonably required by the RCA in order to carry out aspects of the role including client meetings.

These duties are a guide to the work that the post holder will initially be required to undertake. They may be changed from time to time to meet changing circumstances.

Person Specification

Essential characteristics of the postholder:

- Educated to degree level.
- Strong experience of writing research and/or knowledge exchange proposals and bids within academic environment.
- A proven track record of income generation from both public bodies and commercial research partners are essential for this post, along with excellent negotiation, organisational and interpersonal skills.



Royal College of Art

Postgraduate Art & Design

- Demonstrable experience of developing and managing financial and other resources including preparing, managing and monitoring budgets, as well as financial reporting.
- Proven success in project development and delivery.
- Proven interpersonal and communication skills, able to persuade, influence and delegate as necessary, and to deal with internal and external contacts, as well as senior academic and professional services staff, appropriately.
- Excellent organisational skills and attention to detail, with an ability to plan and manage a demanding workload to meet tight deadlines.
- Ability to work to own initiative and work as part of a team.
- Able to deal positively and constructively with change and to juggle conflicting priorities.
- High level of digital literacy and IT skills including productivity suites (Microsoft Office, Google for work), Web/Internet use and financial management systems.

Desirable skills

- Educated to postgraduate level.
- Awareness of the diversity of knowledge exchange mechanisms, models and practices.
- Knowledge of the regulatory and policy environment of higher education – particularly in relation to Knowledge Exchange.
- Understanding of the UK's HE policies, processes and systems (including REF and KEF submission).
- Familiarity with the standard UK university research and knowledge exchange contract templates
- Innovative and flexible approach to work.
- Experience of university systems and software, including Financial (Agresso), HR/Payroll (iTrent), CRM (Raiser's Edge), and other database systems.

Additional Information:

- Location: RCA Battersea campus and remote (hybrid mode)
- Hours: 0.8FTE
- Term: Fixed-term for 24 months
- Salary: £44,215-£48,021 per annum inclusive of London Allowance (pro rata)
- 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.
- Normal hours will total 35 per week 0.8FTE (4 days a week)
- 25 days annual leave (pro-rata) plus extended breaks at Christmas and Easter
- A contributory defined benefit pension scheme and interest-free season ticket loan are available.

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Royal College of Art
Postgraduate Art & Design

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.



Royal College of Art

Postgraduate Art & Design

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.