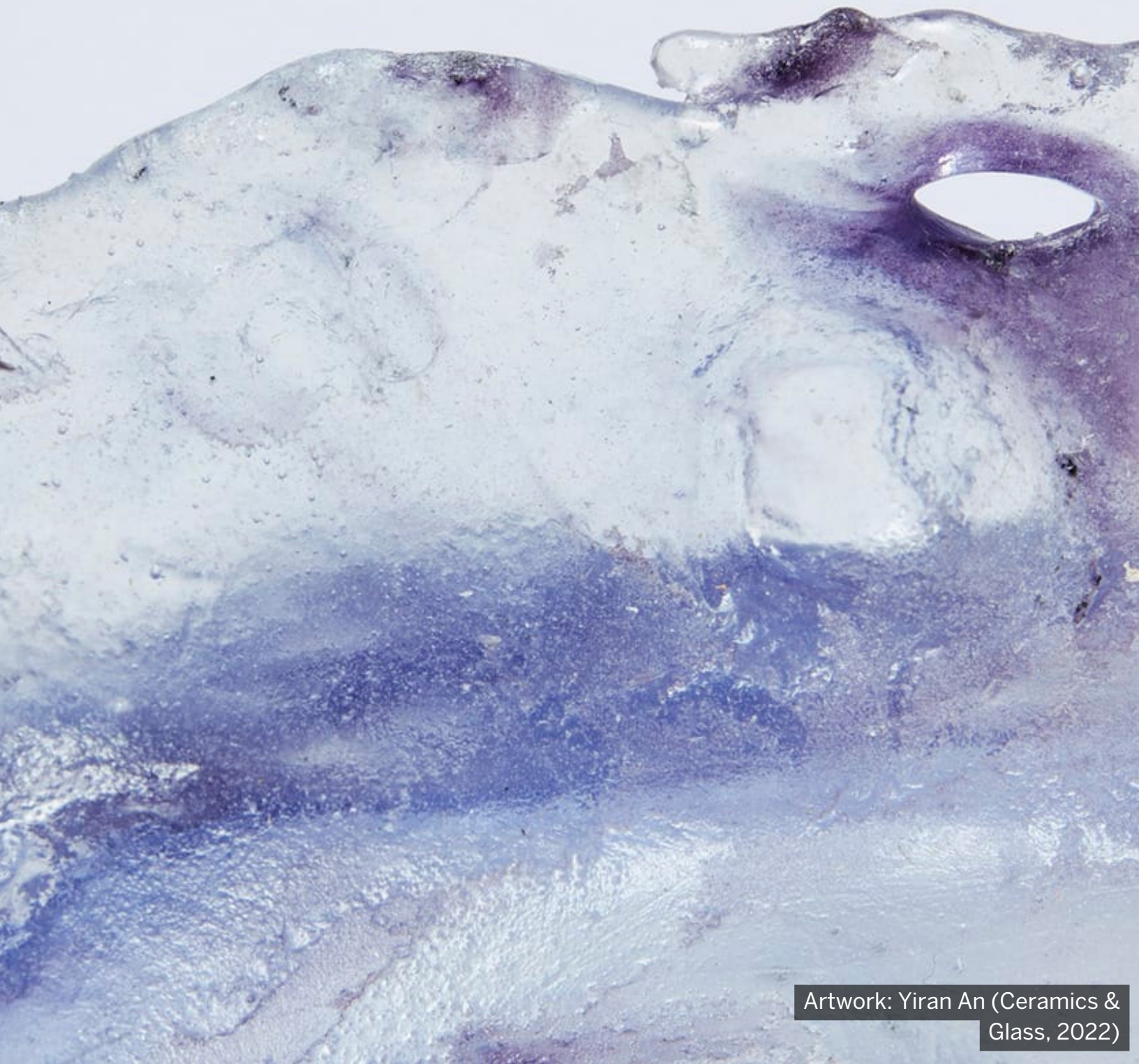


RCA

Head of Procurement

March 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.

Head of Procurement



Photo: Richard Haughton

Purpose of the post:

Reporting to the Chief Financial Officer, the Head of Procurement will be responsible for developing the College's strategy, policy, processes and practice in relation to the procurement of goods, services and works and the management of contracts and supplier relationships for the College. Within this, the role holder will ensure all procurement is carried out in line with the College's core values, strategic, financial and sustainability goals, whilst ensuring compliance with relevant legislation.

The Head of Procurement will lead the College's procurement, ensuring the College secures value for money from all its expenditure. The role holder will also be responsible for major contract procurement/management and consolidating and rationalising the College's supplier base.

The role requires liaison internally with College staff at all levels, but most notably with contract managers, budget holders and staff at Head of Programme/Department and Senior Management Team level. The role holder will also need to liaise externally with suppliers, purchasing consortia, framework providers and professional bodies e.g. Higher Education Procurement Association.

Main Duties and Responsibilities:

1. Strategy and Policy:

1.1. To develop, implement and manage the Procurement Strategy for the RCA, engaging support and agreement from key internal stakeholders.

1.2. To lead the development and implementation of procurement policies and systems to support tendering, contract management, spend analytics and supplier performance management and to develop terms and conditions of contracts as appropriate for various spend categories.

1.3. To provide visibility for key stakeholders of RCA's most critical suppliers, both in terms of contract value and operational importance, and monitor and report on the developing picture of commercial risk for RCA, making recommendations for mitigating action as appropriate.

1.4. Ensure legal and regulatory compliance of procurement policy, practice and supporting documentation including Find a Tender Service (FTS) procedures and General Data Protection Regulation 2018 (GDPR) in relation to procurement.

1.5. Design and implement internal policies and associated training resources e.g. 'how to guides' as appropriate for all staff related to procurement and purchasing.

1.6. Develop and implement a Responsible Procurement Policy to compliment the new Procurement Strategy, minimising the environment footprint of and mitigating the risk of labour rights abuses in RCA's supply chains.

1.7. Proactively advise the CFO and Deputy FD - Financial Operations, Accounting & Control of opportunities to simplify procurement processes and improve service levels for budget holders within available resources.

2. Lead the RCA's procurement

2.1. Establish and manage future demand and capacity planning and risk management.

2.2. Act as the principal conduit for formal communications with bidders and suppliers during key procurement processes. Delegate further communications to the wider Finance team or internal contract managers as appropriate.

2.3. Either directly, or working in partnership with key staff across the College, lead the management of major procurements for all categories of spend, College-wide, collaborating with colleagues across the College who manage the relationships on a day-to-day basis.

2.4. Collaborate with other HEIs, industry/professional procurement organisations where there is a demonstrable benefit to the RCA.

2.5. Drive continuous improvement, best value and quality improvements within the team and departments: challenge existing practices and actively seek ways to achieve better outcomes to ensure key performance and financial targets are met and corrective action taken where necessary.

Main Duties and Responsibilities:

2.6. Ensure the procurement service secures quantitative and qualitative feedback from all stakeholders, analyses this information and can demonstrate actions taken to address issues raised.

2.7. Identify and address procurement training needs across the RCA, proactively training all new staff who have budgetary responsibilities in good procurement practice.

3. Value for money

3.1. Generate value for money for the RCA.

3.2. Work with RCA's Sustainability Manager to ensure that responsible procurement practice e.g. whole-life costing, is understood and applied in procurement activities.

3.3. Lead the development of innovative approaches to the efficient and effective acquisition of goods, services and works for RCA.

3.4. Leverage resources to support business goals, bringing all expertise necessary to address the College's challenges and to safeguard against unmanaged contractual and commercial risk.

4. Supply chain management

4.1. Develop excellent and effective collaborative relationships with key internal stakeholders, external providers and other agencies to ensure strategic and operational needs are fully understood and incorporated.

4.2. Implement the use of appropriate frameworks including but not limited to those managed by the London Universities Purchasing Consortium (LUPC) and Crown Commercial Service (CCS).

4.3. Develop and maintain a system for measuring and monitoring the performance of critical suppliers.

4.4. Develop and implement strategies to consolidate and rationalise RCA's supplier base, prioritising important spend categories such as Estates to allow teams to call off small works efficiently and effectively.

4.5. Conduct analysis of spend by supplier, commodity and other relevant categories to understand supply chain risks and opportunities for future improvements to procurement efficiency and effectiveness.

Main Duties and Responsibilities:

5. Reporting

5.1. Report to the Senior Management Team and respective committees as may be required from time to time to provide up to date status reports on procurement to include risk management, demonstrate value for money and compliance with regulatory requirements, including Anti-Bribery and Corruption and Fraud.

5.2. Participate in the annual Performance Review.

6. Recruit and lead the Procurement team

6.1. Following an assessment of the College's procurement needs and value-for-money opportunities, develop a business case for the appointment of additional resource/s and recruit to these post/s.

6.3 Actively support equality and diversity within the RCA.

7. Other duties:

7.1. Undertake other duties not specifically stated which from time to time are necessary without altering the nature or level of responsibility.

7.2. To deliver services effectively, a degree of flexibility may be required in the duties performed to meet the service levels required. Job roles may naturally develop over time. Ongoing substantial changes to a role will be discussed between line managers and their staff with job descriptions updated as and when appropriate.

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 £58,233-£65,107 per annum, Grade10
- 30 days annual leave per annum plus extended break at Christmas and Easter
- Hybrid working arrangements - minimum 3 days per week on campus.



PERSON SPECIFICATION

Essential criteria:

- A qualified procurement professional (MCIPS or equivalent)
- Extensive procurement expertise, having operated at a strategic level, with a strong track record of success in delivering financial savings, managing commercial risk and experience of ethical and responsible sourcing.
- Detailed knowledge of procurement legislation, supplier and contract management, with extensive experience of tendering and managing contracts and working knowledge of procurement processes including, but not limited to, facilities management, construction and IT/ Digital.
- Experience of procurement implementation and use of procurement systems, and previous experience of conducting business process re-engineering.
- Team player, with exceptional interpersonal skills, able to work with a diverse and broad range of stakeholders across the organisation.
- Demonstrable ability to influence, able to challenge stakeholders at all levels when needed and build trust based relationships
- Excellent written and oral communication skills, ability to put complex issues into layman's terms for non-specialist audiences
- Enthusiastic, self-confident approach.
- Strong system skills, including intermediate excel skills.

Desirable criteria:

- Experience of conducting business
- Project Management experience/qualifications
- Knowledge/experience of higher education sector
- Experience of using the Unit 4 ERP finance system

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

30 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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