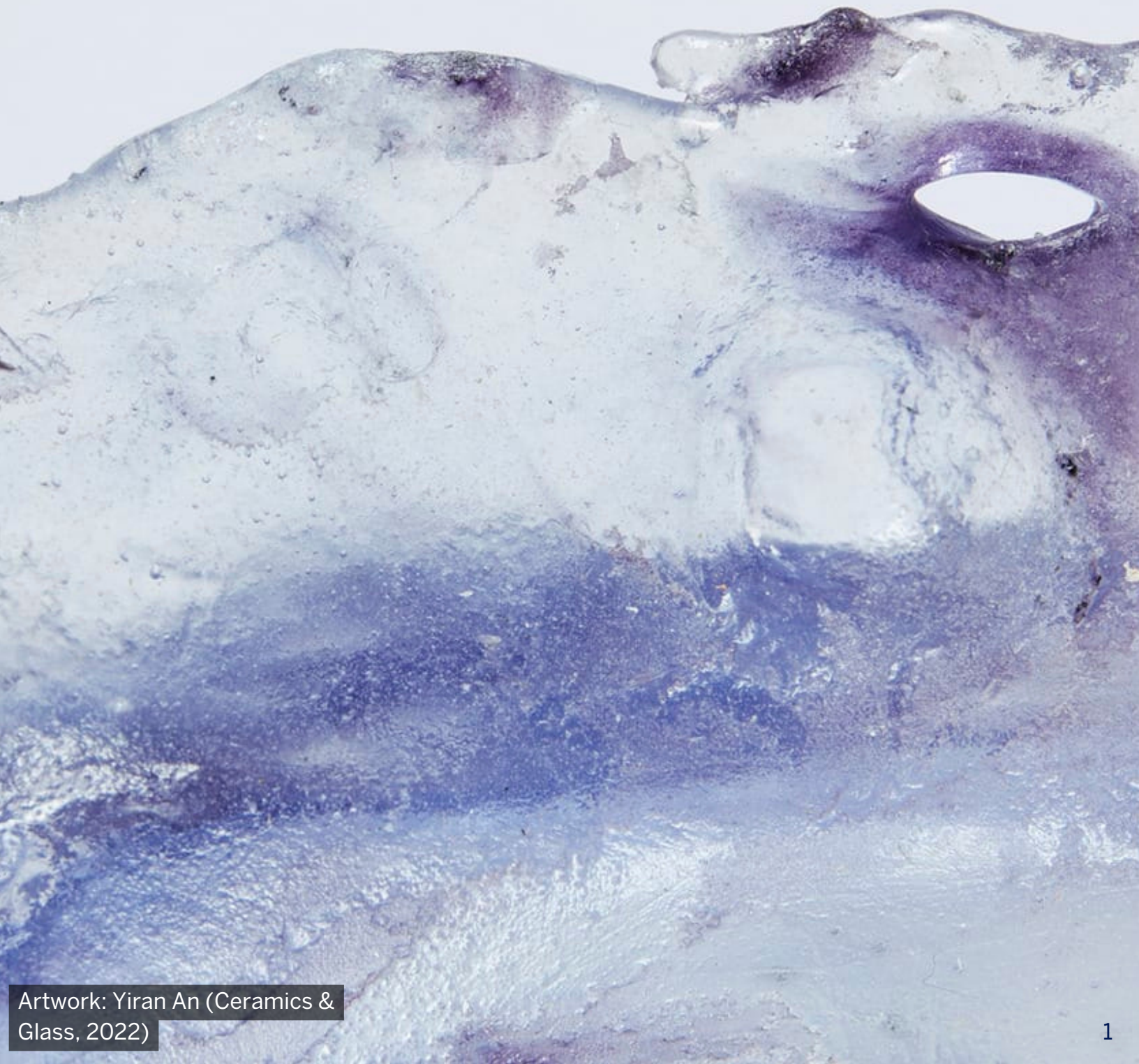


# RCA

# Administator May 2023



Artwork: Yiran An (Ceramics & Glass, 2022)



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Photo: Richard Haughton

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# 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.





Photo: Richard Haughton

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 Strategy

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. For more information on The RCA's Strategic Plan 2022–27, please click on this link: [Strategic Plan 2022–27](#).



# 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.

# Our Values



Photo: Shaun James

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.



# Administrator - Ecological Citizens



Photo: Richard Haughton

## Project Summary

The RCA has been awarded a £3.3M grant by the EPSRC to establish the Ecological Citizens Network Plus, focusing on digital interventions that would create 'the conditions to make change' toward a sustainable post-industrial society. The ecological and climate crisis are the two biggest challenges facing humanity. We see numerous digital opportunities to mitigate the impacts, comprehend causes, and seek preferable futures. Ecological Citizenship is a skill for positive sustainable, digital, and ecological actions. It catalyses impact beyond 'individuals', impacting CEOs to school children, and giving us unrivalled reach into businesses, third sectors, and communities. The network outcomes will include empowered communities; cross-fertilisation of ideas between disciplines sparking new fields of research, new partnerships and technologies, and catalyse new funding opportunities. We intend to increase digital accessibility, competency, and agency in all our stakeholders.

Ecological Citizens is a cross-RCA research network led by Dr. Rob Phillips (School of Design), with Professor Sharon Baurley (Materials Science Research Centre), and Tom Simmons (School of Communication), in partnership with Dr. Sarah West of the Stockholm Environment Institute (SEI) at the University of York, Professor Alec Shepley of the Faculty of Arts, Science and Technology at Wrexham Glyndŵr University, and a wide range of partners from the industry and third sector. The Network Administrator will be at the centre of the Ecological Citizens community and collective, building links, fostering opportunities, and ensuring work is conducted appropriately and on time. We are going to catalyse the digital economy, through our activities, which unite diverse groups of people together to address a sustainable digital society.

Our activities will advance the UK's capabilities in the sustainable digital economy while benefiting the economy and society through our partnerships. We collaborate with gatekeeper organisations to expand the reach of Ecological Citizens. Our diverse partners give us access to industry, NGOs, and third-sector organisations, including those working with marginalised groups. Our objective is to 1.) Establish projects, 2.) Embed research through ambassadors within organisations, 3.) Signpost new areas of research, 4.) Foster new collaborations, and 5.) Inform new Digital Economy SDS research challenges & calls. Our efforts will contribute to a 'Sustainable Digital Society' through Ecological Citizenship. We will achieve this by leveraging design-led and strategic activities, building relationships, and piloting projects to produce both tangible and speculative outputs that redefine Ecological Citizenship.

#### Purpose of the post:

The Administrator will support the delivery, coordination, organisation and administration of the RCA's Ecological Citizens project (EC). They will support the day-to-day running of the project, providing a broad range of high administrative support to EC staff and tailored assistance to senior staff on research activities and development. They will lead the effective organisation and delivery of key EC events and be responsible for mini-marketing campaigns, the delivery of professional posts to EC social media platforms, and creating website content meeting the needs of users.

They will manage the projects' financial payments in a timely manner, ensuring monthly and yearly milestones and/or deadlines are met. They will implement and improve administrative processes, including the creation of templates and guidance notes, to make the workflow more efficient. They will work closely with the RCA's School of Design (SoD) administrators.

Effective communication and teamwork are essential for success in this role. The chosen candidate will collaborate closely with the principal researcher, co-investigators, national team, partners, and other project team members. While the project has a design focus, an appreciation for the natural world, materials, and the digital economy would be advantageous but not mandatory. The workload will be divided into 60% administrative duties and 40% communication responsibilities for the project and team.



Photo: Richard Haughton



In collaboration with the Research Centre Manager, Research Centres Content Officer, and Research Centre Administrative Assistant, improve the quality and range of EC marketing and communication to both internal and external audiences.

Support the Research Centres Content Officer and Research Centre Manager on key marketing campaigns, press releases, evergreen posts, and the setting up and maintenance of an image and project repository.

Be responsible for meeting room configuration and set-up, including ensuring AV equipment is working, setting up Zoom video calls, proactively liaising with ITS where appropriate, and ordering catering where appropriate.

Maintain information and digital filing systems that meet the operational needs of the EC project.

#### Finance and record-keeping:

Be responsible for financial administration, including the setting up of suppliers, raising purchase and sales orders, managing financial activities using Unit4, and ordering stationery, supplies, and equipment.

Coordinate updates to the EC's project tracker, activity tracker and PURE (the RCA's Research Information System) as required.

Keep an accurate record of all EC income and expenditure and complete monthly financial housekeeping during the first week of each month and year-end accruals.

Liaise with the RKE Office, Schools and Registry staff on all processes relating to the recruitment, support, supervision, and funding of research students in the Centre.

Help ensure all casual workers are set up on Dashboard, timesheet deadlines are communicated in advance and timesheet submissions are accurately recorded.

Regularly review information created and managed by the EC project to ensure adherence to standards for managing, protecting, sharing and reusing data, in line with College policies and best practice in information security and data protection.

Maintain accurate and up-to-date records and schedules relating to RCA Research Centres partnerships, agreements, and contracts.

#### Teamwork and Motivation:

Develop and maintain effective working relationships with administrative and academic staff across RCA's Schools, Centres, and Professional Services.

Maintain a collaborative working relationship with the Research Centres Admin team and RKE Office team, sharing information as required and keeping up to date with all relevant policies, processes, and deadlines.

Demonstrate a professional, collaborative, and proactive approach to work at all times, and be prepared to suggest improvements where appropriate to ensure efficient, accurate and high-quality administrative support is maintained.

Work collaboratively with Research Centre Administrators to ensure all aspects of the Centre administration is delivered to a high standard.

## Main Duties and Responsibilities:

### Administration, planning and development:

Act as the first point of contact for queries to the EC, including being responsible for administering the EC inbox.

Provide comprehensive administrative support for EC staff for all processes relating to preparing, submitting and managing research, Knowledge Exchange and Executive Education bids, budgets and projects.

Implement, manage, and improve administrative processes related to the EC, including the creation of templates and guidance notes, to make the workflow more efficient.

Assist academic staff with the preparation of project documentation such as reports and presentations (both paper and digital) for research funders, industry partners, donors, and others.

Assist academic staff with the preparation of research proposals, including completing information in application forms, gathering financial information, and working in conjunction with the Research & Knowledge Exchange (RKE) Office team as appropriate.

Providing project support to senior staff as required, including arranging meetings and acting as the point of contact between research centre academic and support staff, research students, industry partners, academic partners, funding bodies, philanthropic donors, and other third parties.

Support senior staff by providing updates on the EC's activities for reporting to College Committees and Council.

Act as secretary and minute taker at Centre meetings as requested.

Assume any other administrative tasks and responsibilities as requested by the line manager.

### Communication(s) management:

Experience in public and professional communications.

Experience in ethical processes surrounding events/workshop asset capture for sharing publicly.

Expertise in sharing (ethically) workshop material and or recruiting for events.

### Marketing, communications & events:

Coordinate the effective planning, organisation, and delivery of the key EC events including project workshops, the London Design Festival, open days, visits, meetings, lectures and other events, liaising with other College teams (e.g. Building & Estates, IT, etc.) as required, in consultation with the centre director(s), including arrangements for travel, space use, catering and preparing presentations and external materials.

In collaboration with Communications & Marketing and the Research Centres Content Officer, support the effective delivery of regular, timely and professional posts of Centre events, news and activities to both internal and external audiences across all platforms including social media, the eBulletin, RCA Intranet, website and microsites.



# Person Specification

## Essential characteristics of the postholder:

- Educated to degree level or equivalent professional experience
- Administrative experience of working in a busy customer-focused environment with the ability to deal with a variety of stakeholders with tact and sensitivity
- Excellent organisational skills and a high level of accuracy and attention to detail
- Ability to manage and prioritise a heavy workload whilst remaining calm and retaining a high quality of work
- Ability to service multiple project teams concurrently with the ability to meet shifting deadlines
- Ability to communicate well and with confidence to a diverse range of people both verbally and in writing including external business partners.
- Problem solver who is naturally collaborative with the ability to use initiative, multi-task and work as part of a team
- Proven track record of marketing planning, and production of effective communication and marketing materials, for print, website, social media and internal systems.
- Self-starter with the ability to work both in a team and autonomously.
- Proficient in the use of productivity suites (email, calendar, documents, spreadsheets, databases) such as Microsoft Office or Google for work and the internet. Experience with college systems, software and platforms – Meetings (Zoom), Financial (Unit4), CMS (Wagtail), social media (Twitter, Facebook, LinkedIn), HR/Payroll (iTrent), time-tabling software (CELCAT) and student software/database or of using a Customer Relationship Management (CRM) database, such as MailChimp and Raiser's Edge.
- Good understanding of standards for managing, protecting and re-using information, including information security best practice and data protection principles
- Excellent communication skills with people at all levels of seniority and confident building relationships with academic and professional staff, research students, and external partners in other universities, businesses, public sector organisations,
- Experience of providing financial support for research projects, including proven ability to monitor a budget and track expenditure
- Experience of coordinating the administration of external events and providing a professional and efficient front of house presence
- Experience of drafting reports for external audiences.
- A genuine interest in the work of the IMDC and RCA Research Centres.

## Desirable characteristics of the postholder:

- Experience of research administration in higher education
- Familiarity with the UK research funding landscape
- Experience of coordinating the processes relating to preparing, submitting, and managing research bids
- Minute-taking skills
- Diary management skills, including electronic calendars
- An interest in and enthusiasm for the RCA's and the Research Centres' fields of work
- Experience of maintaining databases, using Microsoft packages

# Pay & Benefits

## Additional Information:

- Salary working five days per week: £30,680 - £33,903 per annum pro rata inclusive of London Allowance. 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 21 per week over 3 days, 9.30am to 5.30pm with an hour each day for lunch
- 15 days annual leave plus extended breaks at Christmas and Easter
- A contributory defined benefit pension scheme and interest-free season ticket loan are available
- Location: Kensington & Battersea
- Term: Fixed term from 1 June 2023 for 44 months (until 31 Jan 2027)



Photo: Philip Vale



### 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 16% 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.