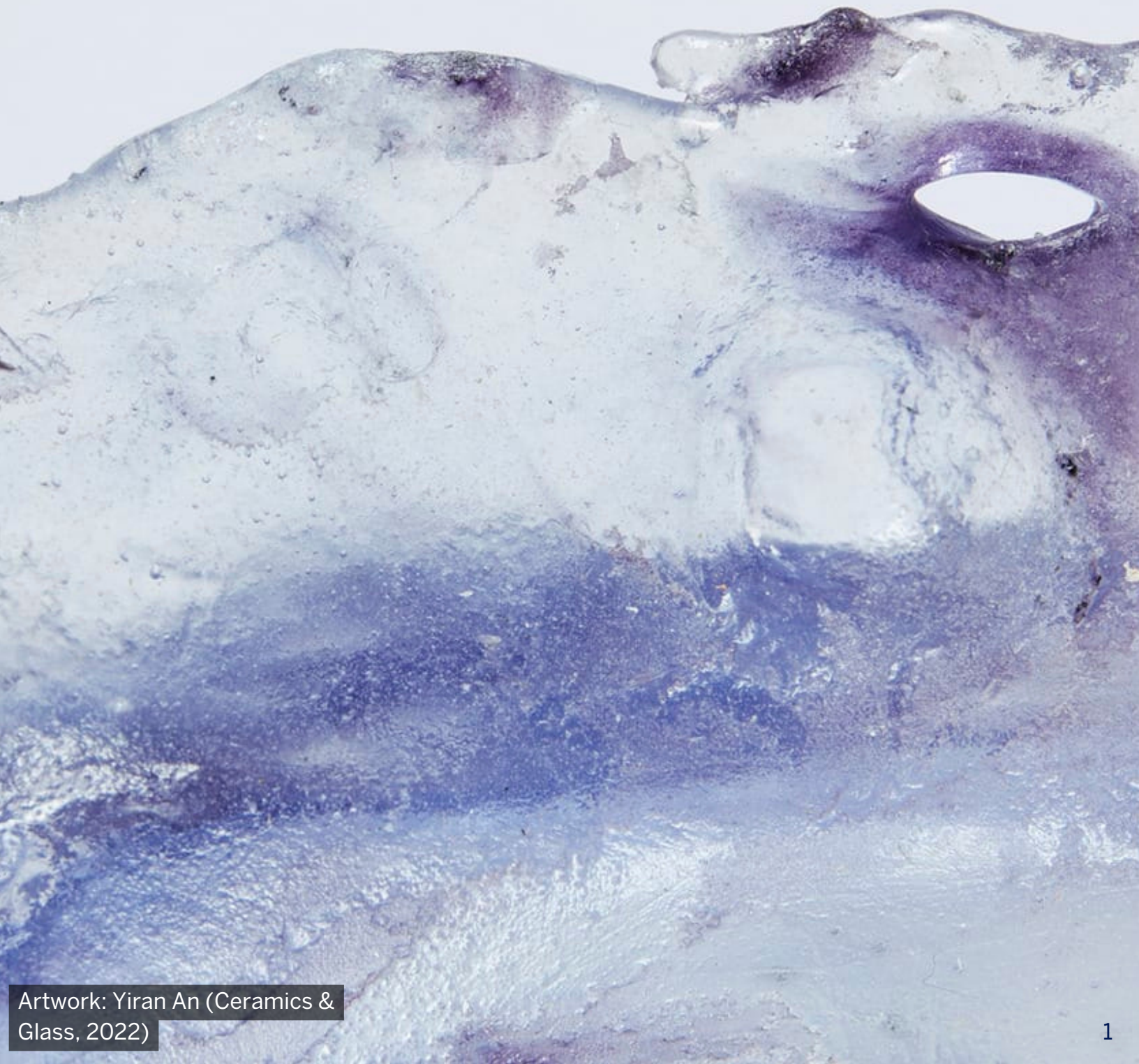


RCA

Project Manager

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.

Project Manager



Photo: Richard Haughton

Purpose of the Post

Part of the RCA Estates Directorate, the Estate Development team oversees a rolling programme of physical capital works projects across the RCA's three campuses so as to maintain and improve the built assets of RCA's estate and also to provide a safe, secure and productive campus environment for students, staff and visitors to the College.

Within the Estate Development team, the role of Project Manager [PM] acts as one of the team's technical subject matter experts in relation to construction project management and supports the Interim Director of Estates [IDoE] in implementing RCA Estates's professional capability and capacity to deliver capital Projects (£1m-£5m), Minor Works (£100k-£1m) and Small Works/ Moves (upto £100k) ensuring that all these projects meet the College's standards for time, cost and quality of delivery.

The PM has day-to-day management responsibility for the delivery of a portfolio of projects including responsibility for external team members and project performance.

Working with the Deputy Director - Estate Development and the Head of Project Management, the Project Manager manages the Estate Development team's appointed contractor base and supply chain, and also engages with the team's professional consultant advisers who are engaged to support capital projects. The role also acts as a focal point for liaison with customers and stakeholders of particular capital projects as they are delivered across the College's three campuses.

Main Duties and Responsibilities:

- To provide high-quality Project Management of building projects and project packages across new build, adaptation, refurbishment building Projects, Minor Works, small works/moves and strategic maintenance programme.
- To work closely with the Head of Project Management during the establishment of the strategic direction and concept design (RIBA stages 0 to 1) in the preparation of option appraisals, budget costings and outline programmes.
- To deliver projects to the highest quality and standards, be accountable for and manage the project programme delivery processes from RIBA stages 0 through to Stage 7 following RCA stage gate processes.
- Accountable for project plans for the specific work projects, objectives and actions, and Maintain project documentation including Programme, Cost Plan, Risk Register, Project Initiation Plan and Post Project Reviews with the assistance of specialist advisors as necessary.
- Undertake value management exercises and provide advice to the Head of Project Management on recommended solutions to achieve project objectives and benefits;
- To undertake procurement of and manage external consultants and suppliers, ensuring that value for money is delivered for all aspects associated with the delivery of the project/s.
- To lead and manage a project delivery team comprising internal and external professionals
- Coordination of implementation of individual project tasks including monitoring all project milestones, and liaising with internal and external stakeholders.
- To identify and work with all stakeholders relating to the project including working with the Project Sponsor, in line with each of the RCA project stage gates ensuring full compliance.
- Regularly monitor, review and report activity and achievements against targets to the line manager using qualitative and quantitative information.
- Provision of regular and ad-hoc information, both written and verbal, to project stakeholders; Collate, edit and prepare reports and presentations as required.
- Responsible for the identification of issues likely to impact the programme. Make regular visits to the projects in contract, attend the site meetings and advise of difficulties being encountered or likely to be encountered. Check that progress is maintained according to the building programme and advise on any likely cause for delay.



Photo: Richard Haughton

- Ensure that a robust change management process is in place for the project/s, in line with governance processes and actively managed.
- To support the preparation of tender documentation, costing and pricing and/or contractor selection on all procurement routes and contract procedures including, where appropriate, European procurement procedures.
- Ensure robust contract, performance and financial management across projects, ensuring compliance with all contractual aspects and RCA policy requirements.
- Ensure a robust Risk Management process is in place with clearly identified Risks, allocated manager of the Risk and proposed mitigation measures. The Risk Register is to be managed throughout the life of the project design and delivery.
- To manage Health and Safety issues to ensure compliance with statutory requirements and best practices. Maintain an awareness and observation of Fire and Health & Safety Regulations.
- To ensure adequate records are maintained and the building safety files are updated on completed projects.
- Work with the RCA Estates team in delivering the required standards relating to long-term maintenance of the building fabric and systems, making sure that the projects are successfully handed over to the Estate Operations and Estate Services teams, with complete O&M manuals and training.
- Implement the process for defects/snags to be addressed during the Defect Liability Periods agreeing on suitable corrective action and monitoring its conclusion.
- Prepare the final account sums in line with cost and quality objectives for approval by the IDoE / DD-Estate Development.
- Coordinate Post Project Review to carry out fully inclusive post-project evaluations ensuring future procurement processes are informed by shared past contract experiences: ensure that lessons learned are captured and fed back into the organisation.
- Liaison with other sections within RCA Estates and elsewhere in the University in order to ensure seamless, first-class customer service.
- Adhere to RCA policies including organisational standards, Financial Regulations and Equal Opportunities;
- Develop effective working relationships with RCA colleagues as well as internal and external stakeholders to deliver corporate goals and projects.

Key Relationships:

- IDoE / DD-Estate Development, as Senior manager
- Head of Project Management as a direct line manager
- Deputy Directors - Campus Operations/Services (x3)
- Head of Technical Services and Technical Services Managers, as peers and key stakeholders in project delivery
- Deans of School and Heads of Programme, as customers of projects delivered
- Estates General Manager, for outward communications to customers and stakeholders across the College
- Head of Space Planning & Moves Management
- RCA Estates staff, as wider team colleagues

Person Specification

Essential characteristics of the postholder:

- A relevant degree/Level 6 professional qualification in construction project management, or demonstrable equivalent professional experience in the field.
- Experience working in a busy client-side multidisciplinary estates or facilities management team, delivering a range of different services.
- Proven project management skills, demonstrating a broad vision combined with an eye for detail and experience in managing construction projects across all project phases from inception to evaluation.
- Excellent team working skills, supporting others to deliver to demanding deadlines against competing priorities.
- Excellent written and verbal communication skills.
- Highly effective time management and organisational skills - able to remain calm and focussed while working under pressure, prioritise activities and use available resources to ensure tasks and projects are completed to externally fixed deadlines whilst retaining excellent customer service, courtesy and professional standards at all times.
- A high degree of computer literacy – able to use word processing, email, spreadsheet, Internet applications and databases to support own work and project delivery.
- Highly effective and confident interpersonal and influencing skills - able to manage upwards, inspire confidence, and develop effective working relationships internally and externally at all levels.
- Proven ability to work proactively and independently, making decisions with minimal supervision.

Desirable characteristics of the postholder:

- Membership of, and accreditation by, a relevant professional body (e.g. RICS, CIOB, APM etc.).
- Experience working in a Higher Education Institution (HEI) or similar.
- Experience working directly with academics and students in an educational environment, such as in a college or university.
- An interest and enthusiasm for contemporary art, design and culture.

Pay & Benefits

Additional Information:

- Salary £49,331-£55,089 per annum 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.
- 25 days annual leave plus extended breaks at Christmas and Easter at the discretion of the College, pro rata for part-time employees.
- A contributory defined benefit pension scheme and interest-free season ticket loan are available.
- Term: Permanent

Additional Requirements:

- The Project Manager is not allocated to a particular RCA campus and has a cross-College role. S/he may be asked to deploy to a particular campus from time to time as required.
- RCA Estates staff are required to be physically in attendance to contribute to operations on the three campuses during the College's normal opening hours. These hours are typically 08.00 to 22.00 on weekdays, Monday to Friday, but these may be subject to change in line with College operating requirements. In order to support these hours, the Project Manager will be required to work to cover core normal College business hours of 09.30 to 17.30 but to expect to be flexible as the demands of the role may require.
- In addition, some extended hours, late or weekend work may be required to support Project delivery, College functions or public events.



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.