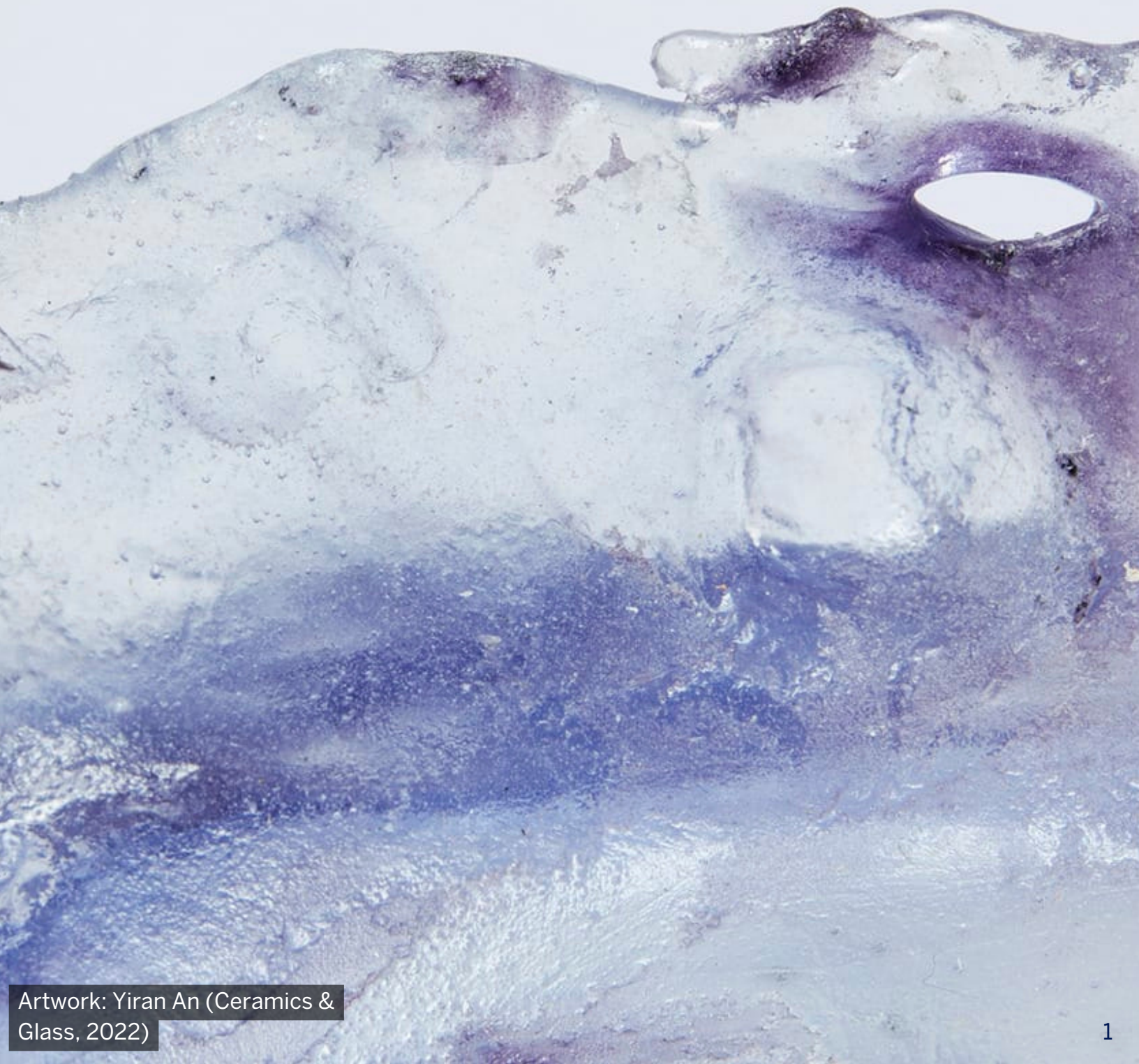


RCA

Research Centres Administrator (MSRC)

June 2023



Artwork: Yiran An (Ceramics &
Glass, 2022)

CONTENTS



Photo: Richard Haughton

3	<u>About RCA</u>
4	<u>Our Strategy</u>
5	<u>Our People</u>
6	<u>Our Values</u>
7	<u>About the Role</u>
11	<u>Person Specification</u>
12	<u>Pay and Benefits</u>

WELCOME TO THE RCA



Photo: Iwan Baan

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 nine consecutive years, according to the QS World University Rankings by Subject 2023 – the largest worldwide survey of academic and industry opinion.

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.

Materials Science Research Centre



Photo: Richard Haughton

Materials Science Research Centre

Research in the Materials Science Research Centre (MSRC) focuses on the invention and the experience of materials to address real-world challenges, specifically environmental sustainability, and human health and wellbeing. Established in 2017, the Centre is part of the RCA's ambition to increase interdisciplinary research, particularly bringing science subjects together with Art & Design (STEAM) to tackle global challenges. As the MSRC has evolved, it has developed partnerships with a wide range of academic and industry partners in the UK and across the world. The MSRC is developing a number of research areas, including Alter Materials, HX Materials, and has a number of funded projects, including the UKRI Interdisciplinary Textiles Circularity Centre (TCC).

Research Centres Administrator (MSRC)



Photo: Richard Houghton

Purpose of the post:

The administrator is required to assist with the efficient day-to-day operations of the Materials Science Research Centre (MSRC). The post will act as the first point of contact for general queries to the Centre providing a broad range of high administrative support to the MSRC team, and tailored assistance to senior staff on research-related activity and development. They will assist in the planning, coordination, and organisation of the centre's activities, including administering HR and finance processes, overseeing event delivery and professional posts to the MSRC social media and online platforms, and maintaining a supportive environment for all staff and students.

The ideal candidate will be highly motivated, have a passion for sustainability, be able to work in a self-directed manner and will have experience in administration, preferably from within a research or HE environment. You will be a member of the MSRC administrative team, being mutually supportive and covering duties as necessary during colleagues' absences and at times of additional pressure, as directed. You will be able to confidently liaise with senior colleagues and work effectively across multiple projects and stakeholder groups at any given time.

Main Duties and Responsibilities:

Administration, Planning and Development:

- To act as the main administrative point of contact for the Centre, both internally and externally, including the MSRC inbox.
- Provide comprehensive administrative support for MSRC staff for all processes relating to preparing, submitting and managing research, Knowledge Exchange and Executive Education bids, budgets and projects.
- 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 the 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, support staff, research students, industry partners, academic partners, funding bodies, philanthropic donors and other third parties.
- Implement, manage and improve administrative processes related to the MSRC, including the creation of templates and guidance notes, to make the workflow more efficient.
- Support senior staff by providing updates on the Centre's activities for reporting to College Committees and Council, including as requested by the MSRC Director and the Director of Research & Innovation.
- Act as secretary to Centre meetings, including booking rooms, preparing agendas, circulating papers and taking minutes.
- Assume any other administrative tasks and responsibilities as requested by the line manager.

Marketing, Communications & Events

- Lead the effective planning, organisation and delivery of the key MSRC 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.
- Lead on 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, eBulletins, RCA Intranet, website and microsites.
- In collaboration with the Centre Managers, Communication & Content Officers and Research Centre Administrative Assistant improve the quality and range of MSRC marketing and communication to both internal and external audiences.
- Support the Communication & Content Officers and Centre Managers 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 video/Skype 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 MSRC.

Finance and record-keeping

- Be responsible for MSRC financial administration, including the setting up of suppliers, raising purchase and sales orders, managing financial activities using Unit4 and ordering stationery, supplies and equipment.
- Provide support, guidance, and best practice advice on all post-award financial, administration and reporting matters relating to research awards.
- Coordinate updates to the MSRC project tracker, activity tracker and PURE (the RCA's Research Information System as required).
- Keep an accurate record of Centre 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.
- Support the workflow for the approval and signature of MSRC contracts with the Vice Chancellor's office, in consultation with the Research Centre Manager and RKE Office where appropriate.
- Regularly review information created and managed by the Centre to ensure adherence to standards for managing, protecting, sharing and reusing data, in line with College policies and best practices in information security and data protection.
- Maintain accurate and up-to-date records and schedules relating to RCA Research Centres partnerships, agreements and contract

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, the RKE Office team, and colleagues in Professional Services, 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 Centre Administrators to ensure all aspects of the Centre administration is delivered to a high standard

Person Specification

Essential characteristics of the postholder:

- Educated to degree level or equivalent professional experience.
- Experience in administration in a research or higher education environment.
- Excellent organisational skills and attention to detail with the ability to service multiple project teams concurrently and to effectively manage multiple / shifting deadlines.
- Experience in providing financial support for research projects, including proven ability to monitor a budget and track expenditures.
- Excellent communication skills with people at all levels of seniority and confidence in building relationships with academic and professional staff, research students and with external partners in other universities, businesses, and public sector organisations.
- Ability to set up standard office systems and procedures and make improvements as appropriate.
- Experience in coordinating the processes relating to preparing, submitting and managing research bids.
- Proven track record of marketing planning, and production of effective communication and marketing materials, for print, website, social media and internal systems.
- Experience with college systems, software and platforms – Meetings (Zoom), Financial (Unit4), CMS (Wagtail), Social media (Twitter, Facebook, LinkedIn), HR/Payroll (iTrent).
- Experience in coordinating the administration of internal meetings and external events such as symposiums and online seminars, and providing a professional and efficient front-of-house presence.
- Self-starter with the ability to work both in a team and autonomously.
- A genuine interest in the work of the MSRC and RCA Research Centres.

Desirable characteristics of the postholder:

- Familiarity with the UK research funding landscape.
- Innovative and flexible approach to work.
- Minute-taking and diary management skills.



Photo: Richard Haughton

Pay & Benefits

Additional Information:

- Salary working 5 days per week: £34,786 - £39,617 per annum inclusive of London Allowance, pro-rata for part-time staff.
- 25 days annual leave pro rata plus extended breaks at Christmas and Easter at the discretion of the College.
- Normal hours will total 21 per week over three days between 9.30am and 5.30pm with 60% (pro rata) on site.
- Location: Battersea Campus
- Term: Fixed term until 28/5/25



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

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 on 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.