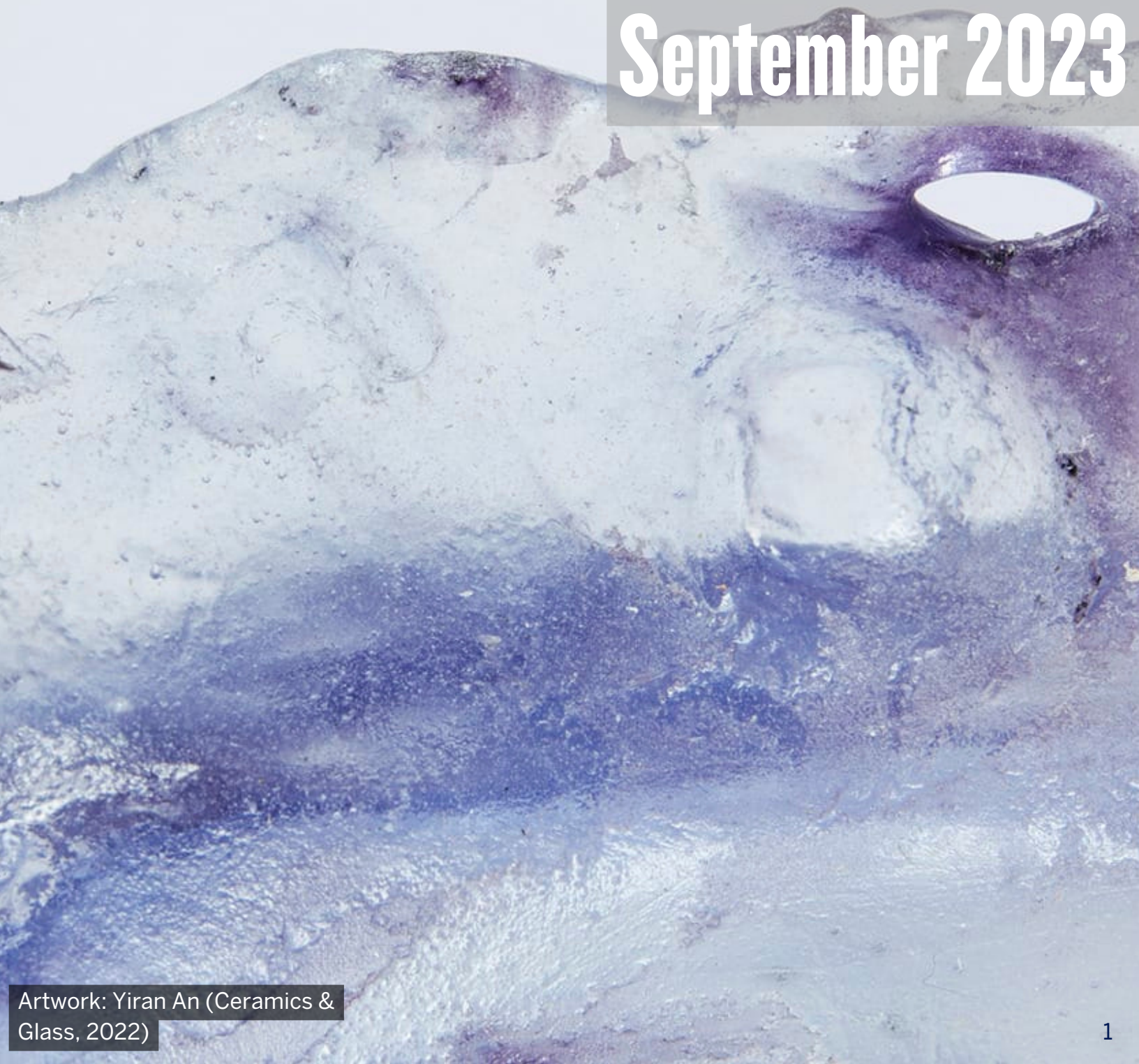


# RCA

# Research & Knowledge Exchange Administrator -Research & Innovation

September 2023



Artwork: Yiran An (Ceramics &  
Glass, 2022)



# CONTENTS



Photo: Richard Haughton

3	<a href="#"><u>About RCA</u></a>
4	<a href="#"><u>Our Strategy</u></a>
5	<a href="#"><u>Our People</u></a>
6	<a href="#"><u>Our Values</u></a>
7	<a href="#"><u>About the Role</u></a>
11	<a href="#"><u>Person Specification</u></a>
13	<a href="#"><u>Pay and Benefits</u></a>

# 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 one art and design university for a remarkable nine consecutive years, according to the QS World University Rankings by Subject 2023 – the worldwide survey of academic and industry opinion.

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.

More than 2,700 students are spread across four schools and research and academic departments, studying at Graduate Diploma, MA, MFA, MDes, MArch, MEd, MRes, MPhil 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 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

His Majesty King Charles III is Royal Visitor to the RCA (ie Patron). The RCA's Chancellor is Sir Jony Ive, and the Pro-Chancellor and Chair of Council is Sir Peter Bazalgette (please see 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's academic faculty bring world-leading expertise and industry knowledge to the practice-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 combines contemporary and industry-focused teaching perspectives. It also employs a team of 95 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.

# 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.



# Research & Knowledge Exchange



Photo: Richard Haughton

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 Senior Management Team.

The Research and Knowledge Exchange Administrative team, led by the General Manager, Research and Innovation, provides key administrative support across the diverse areas of research development, research information management, knowledge exchange, executive education, postgraduate research students, Critical and Historical Studies and Master of Research.

# Research & Knowledge Exchange Administrator



Photo: Richard Haughton

## Purpose of the post:

The RKE Administrator provides customer focused, efficient and effective administrative support to colleagues in the RKE Office and across the College for a range of research and knowledge exchange activities. This role involves a positive approach to problem solving, a high level of organisational skills, data management and financial administration, and the ability to manage a complex and varied workload and to take the initiative.

The role reports to the RKE General Manager and is part of a broad team, so the emphasis is on teamwork and working with colleagues across the team according to the demands of fluctuating workloads and priorities.



## Main Duties and Responsibilities:

### Research and Knowledge Exchange Administration

- Act as secretary to the RCA's Research, Knowledge Exchange and Innovation Committees, and other relevant working groups; organising meetings, preparing and circulating agendas, minutes and other paperwork, in conjunction with senior RKE colleagues and the relevant committee chairs.
- Manage the workflow for the approval and signature of all Research & Innovation contracts with the Vice Chancellor's office.
- Manage the internal peer review process for external grant funding applications, ensuring papers are circulated and decisions communicated in an effective and timely way.
- Coordinate the Research Ethics approval process, ensuring that applications are completed accurately, processed appropriately, and that decisions are communicated effectively and in a timely way.
- Manage the College's internal research funding schemes, advertising calls for applications, compiling the paperwork for the internal review panel meetings, advising applicants of the outcome of their application, tracking expenditure against budgets, and preparing summary reports (e.g. of application numbers and award values) for internal committees as required by the RKE General Manager.
- Provide financial and project management support to Research Development Managers including drafting budgets for submission of grant applications and reports.
- Support the RKE Office team with capturing and maintaining essential data and case study evidence to support formal reporting requirements including the RCA's submissions to the national Research Excellence Framework (REF) and Knowledge Exchange Framework exercises, reporting to Research England on QR funding spend, and reporting to College committees.
- Support the development and implementation of the new Research Information System and play a lead role in ensuring it is updated on an ongoing basis.
- Support the Research Information Manager to maintain up-to-date management information records, including information relating to staffing, external grants, the research pipeline, research outcomes and project outputs.
- Support the collection of materials for the College's electronic and physical research repository.

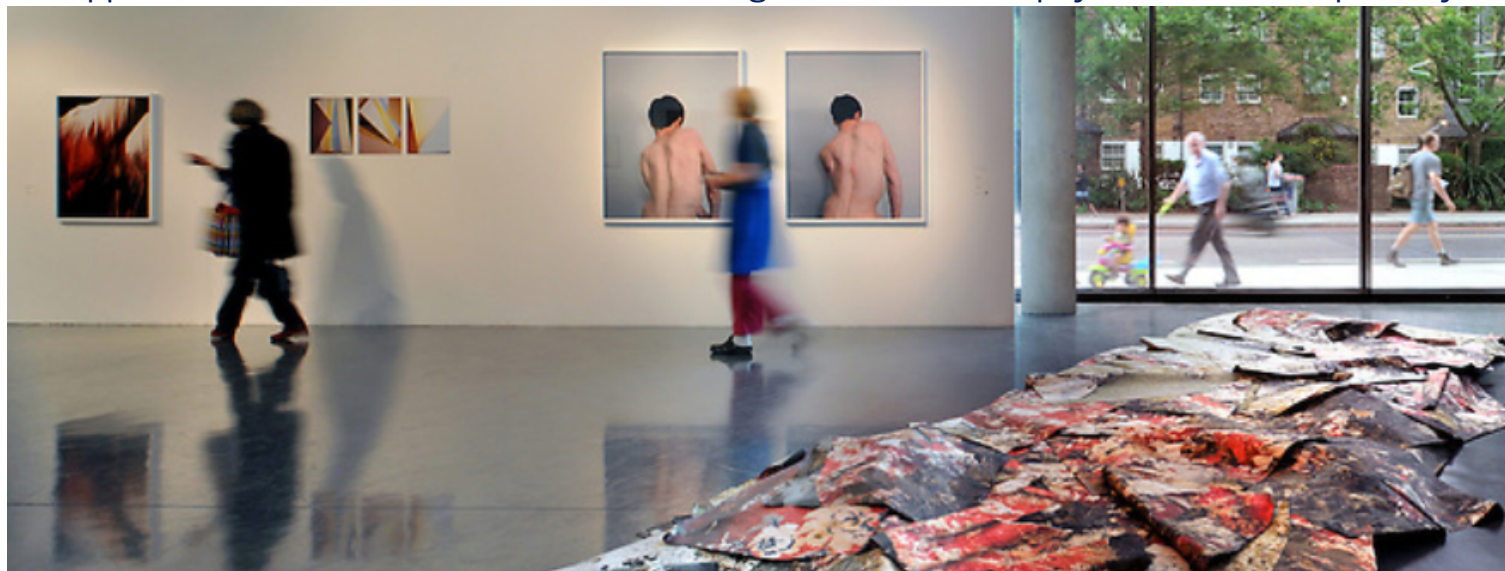


Photo: Philip Vale

## Marketing, Communications, and events

- Coordinate content development for the Research & Innovation section of the RCA website and Intranet, ensuring content remains accurate and up-to-date.
- Draft content and coordinate the production of relevant newsletters including Research & Innovation e-newsletter.
- Oversee the maintenance and updating of mailing lists, project, contacts and prospects databases in accordance with the College's guidance on GDPR compliance.
- Coordinate and draft copy for presentations and College publications as required.
- Lead on the administration and promotion of internal training; and organise external research and knowledge exchange meetings and events liaising closely with Schools, Marketing and Communications, academics and external organisations as appropriate.

## General Administration

- Financial administration will include ordering stationery, supplies and equipment and processing orders.
- Administer the engagement and payment of casual workers.
- Clerking and minute taking at meetings as required.
- Be responsible for meeting room configuration and set-up including ensuring AV equipment is working and setting up video/Skype calls, and proactively liaising with ILTS (technical services) where appropriate.
- Room booking through the RCA's timetabling system (CELCAT) for student-facing teaching and other events.
- Raise purchase orders and manage Research & Innovation financial activities using Agresso.
- Develop and maintain effective working relationships with administrative and academic staff across Schools, Centres and Professional Services.
- Demonstrate a professional and proactive approach to work at all times, and proactively seek and suggest improvements to ensure that efficient, accurate and high quality administration is maintained.
- Work collaboratively with department administrators to ensure all aspects of the directorate administration is delivered to a high standard.
- Assume any other administrative tasks and responsibilities as requested by the RKE General Manager.



Photo: Iwan Baan



# Person Specification

## Essential characteristics of the postholder:

- Educated to degree level or equivalent.
- Relevant administrative experience in Higher Education or a comparable environment.
- Proven experience in providing high-quality administrative support in an intensive, changing environment.
- Strong written skills and proven experience of minute taking and preparing committee papers.
- Highly numerate, with experience of financial administration.
- Excellent organisational skills, ability to use initiative and multi-task.
- Ability to manage and prioritise a heavy workload whilst retaining a high level of accuracy and attention to detail.
- Calm under pressure with a structured and methodical approach to problem-solving and analysis.
- Naturally collaborative approach and willing to work as part of a team
- Good level of digital literacy and proficient in the use of productivity suites (email, calendar, documents, spreadsheets, databases) such as Microsoft Office or Google for work.
- Good understanding of standards in managing, protecting and re-using information, including information security best practice and data protection principles. Excellent communication skills with people at all levels.



Photo: Richard Haughton

# Person Specification

## Desirable characteristics of the postholder:

- Experience of working in a higher education research environment.
- Experience of budget planning and monitoring, including liaison with finance and/or accounts specialists.
- Understanding and experience of UK and EU research funder procedures, policies, applications and reporting systems.
- Experience of developing copy for on and off line publications and of maintaining web pages.
- An interest and enthusiasm for contemporary art, design and culture.
- Experience of university systems and software – Financial (Agresso), HR/Payroll (iTrent), CRM system (Raiser's Edge) and student software/database.



Photo: Richard Haughton



# Pay & Benefits

## Additional Information:

- Grade 6 salary working 35 hours per week: £35,974 - £40,741 per annum inclusive of London Allowance.
- 25 days annual leave plus extended breaks at Christmas and Easter at the discretion of the college (pro rata for fractional posts).
- Contributory final salary pension scheme and interest free season ticket loan are available.
- 1FTE, permanent role based at Battersea/Hybrid.



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.