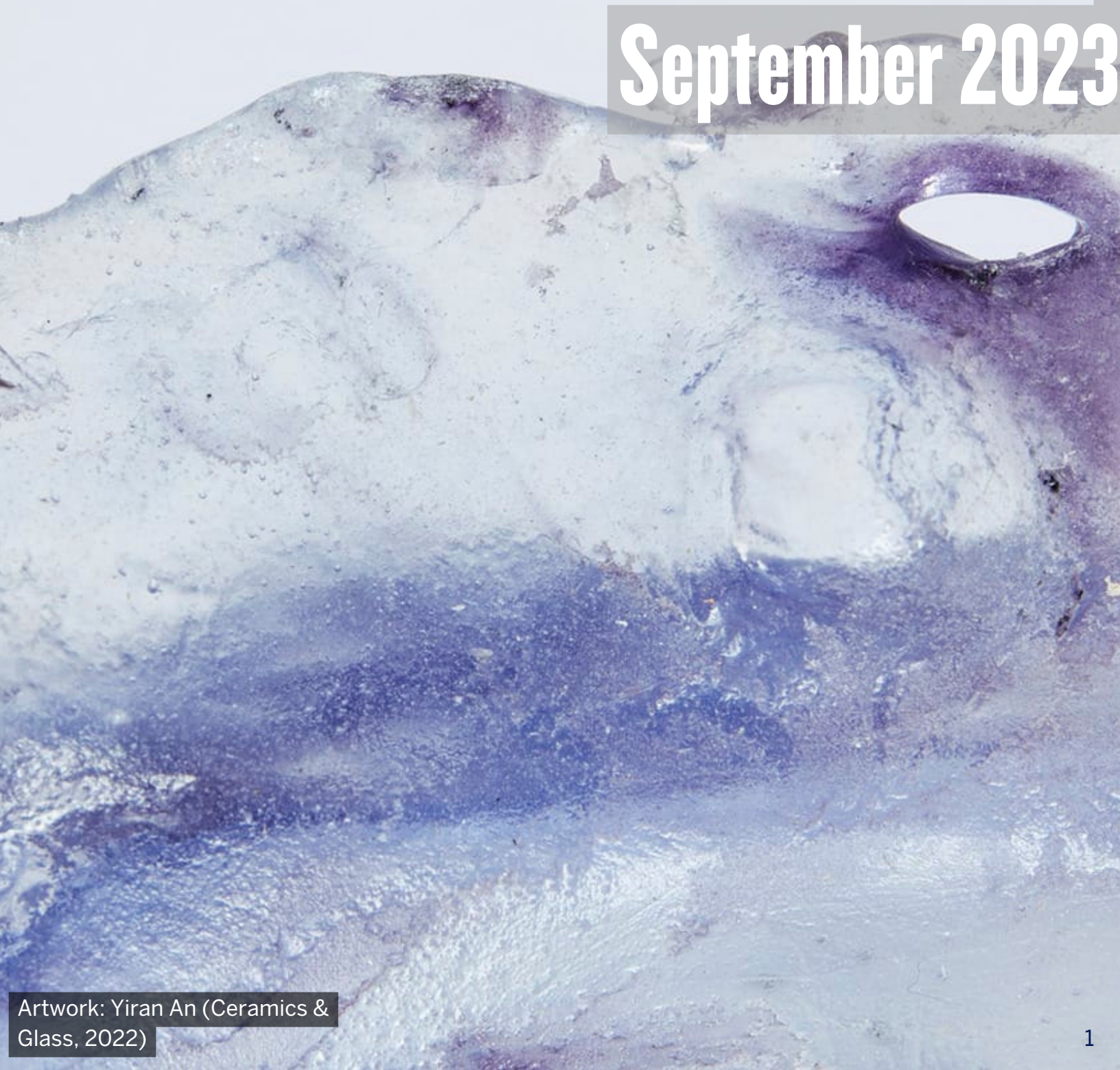


# RCA

# Lead Technical Instructor Graduate Diploma - Making

## September 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 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.

# The Graduate Diploma



Photo: Richard Haughton

Technical Services is one of the service divisions of Information, Learning and Technical Services (ILTS), a cross-college Department, which also includes the Library, Special Collections, IT and Audio-Visual Services.

The Graduate Diploma Art & Design prepares students for Master's study in Art and Design. The programme focuses on developing proficiency in the discursive languages and independent learning methods and practices of art and design, and on introducing students to the role and influence of art and design in the world today.

The programme aims to make its participants better informed about the study options available to them, as well as the possible career paths that they might follow beyond graduation.

The programme will be interdisciplinary in nature, mirroring the experience of Master's study at the RCA, however Graduate Diploma students will be invited to select a specialism at enrolment from the following areas: Communication; Fine Art; Humanities; Fashion & Textiles, and Product, Interiors & Spatial Design.

# Lead Technical Instructor, Graduate Diploma Making



Photo: Richard Haughton

## Purpose of the post:

- Take a lead in the day-to-day function of technical services within our Graduate Diploma Making space.
- Take a lead in ensuring the effective provision and availability of specialist equipment and work areas in order to facilitate academic delivery, student learning, research and knowledge transfer activities.
- Provide highly skilled technical assistance, guidance and technical instruction to all users, demonstrating equipment, processes and software as appropriate.

## Main Duties and Responsibilities:

1. Provide technical instruction, support and advice in a variety of art and design related processes. This may include providing support in software such as Premiere, Illustrator and Photoshop; a broad range of making processes such as working with wood, metal and plastics; fabric manipulation; and material exploration and investigation.
2. Plan, organise, deliver and record technical demonstrations, inductions, workshops and presentations in a variety of Art and Design processes.
3. Research, evaluate and communicate innovative solutions to technically complex creative ideas and give appropriate feedback both in person and remotely. Act as a point of reference to all workshop users.
4. Act as a point of contact for technical staff in the area and ensure that requests, tasks or any issues are carried out or communicated effectively.
5. Manage the day-to-day operations within the workshops, including the line management of technical staff within the area. Take responsibility for the allocation and supervision of daily tasks, carrying out regular reviews and setting and monitoring objectives through the use of the College appraisal process.
6. Support the planning, training and development of the technical staff and the specialist expertise. Ensure that the core competencies and skills required meet current needs and future aspirations of the College.
7. Monitor work being carried out in the area, ensuring high standards of safety and housekeeping at all times. Oversee and monitor usage and occupancy.



8. Proactively support the day-to-day running of the department as directed to include, general day-to-day maintenance of equipment, engaging with suppliers and specialists, budget control and monitoring material stock.
9. Lead in the development and creation of online learning materials.
10. Participate in the reviewing and monitoring of technical facilities. Liaise with Academic, Technical and Research staff and all other users with regards to the current resource provision and future developments.
11. Contribute to the development and future planning of the provision. Through research, analysis and review, provide the Technical Services Manager information on resource potential and innovations that meet the current and future needs of the college.
12. Represent technical services by attending appropriate meetings as agreed with the Technical Manager.
13. Comply with all Royal College of Art policies and procedures.
14. Monitor and maintain a safe working environment in accordance with H&S policies and procedures employed for managing Health and Safety. This includes knowledge and understanding of COSHH and the completion of risk assessments, ensuring that all assessments are suitable and sufficient and remain up to date
15. Support events and exhibitions as required including the handling, transportation and installation of art works.
16. Support research projects and income generation activities within the College.
17. To assist with sales and payment for services. To recover payment promptly, fairly and accurately.
18. Assist in the selection, training, induction and supervision of new and temporary staff.
19. Undertake any other duties consistent with role as required and in agreement with the Technical Services Manager.



Photo: Iwan Baan

# Person Specification

## Essential characteristics of the postholder:

- Experience of managing services and teams
- Experience of budget management and standard financial controls
- Commitment to professional development and engagement with professional issues within own area of expertise
- Significant specialist knowledge in relevant processes, techniques and skills
- Good IT skills
- Excellent communication and interpersonal skills, both written and verbal
- Excellent organisational, time management and planning skills with the ability to prioritise as appropriate
- Excellent problem solving skills
- Excellent user focus and a flexible approach
- Ability to deal with difficult situations and confidential matters and to resolve problems when they arise
- The ability to use initiative and work independently and as part of a team
- Ability to share knowledge and transfer skills and capabilities
- Ability to make/give formal presentations
- Knowledge of Health and Safety issues and Risk Assessment procedures



Photo: Richard Haughton

# Person Specification

Desirable characteristics of the postholder:

- Experience of working in higher education
- An interest and enthusiasm for contemporary art, design and culture



Photo: Richard Haughton

# Pay & Benefits

## Additional Information:

- Grade 8 salary working 35 hours per week: £46,620 - £50,616 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 in London - White City, Kensington & Battersea



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.