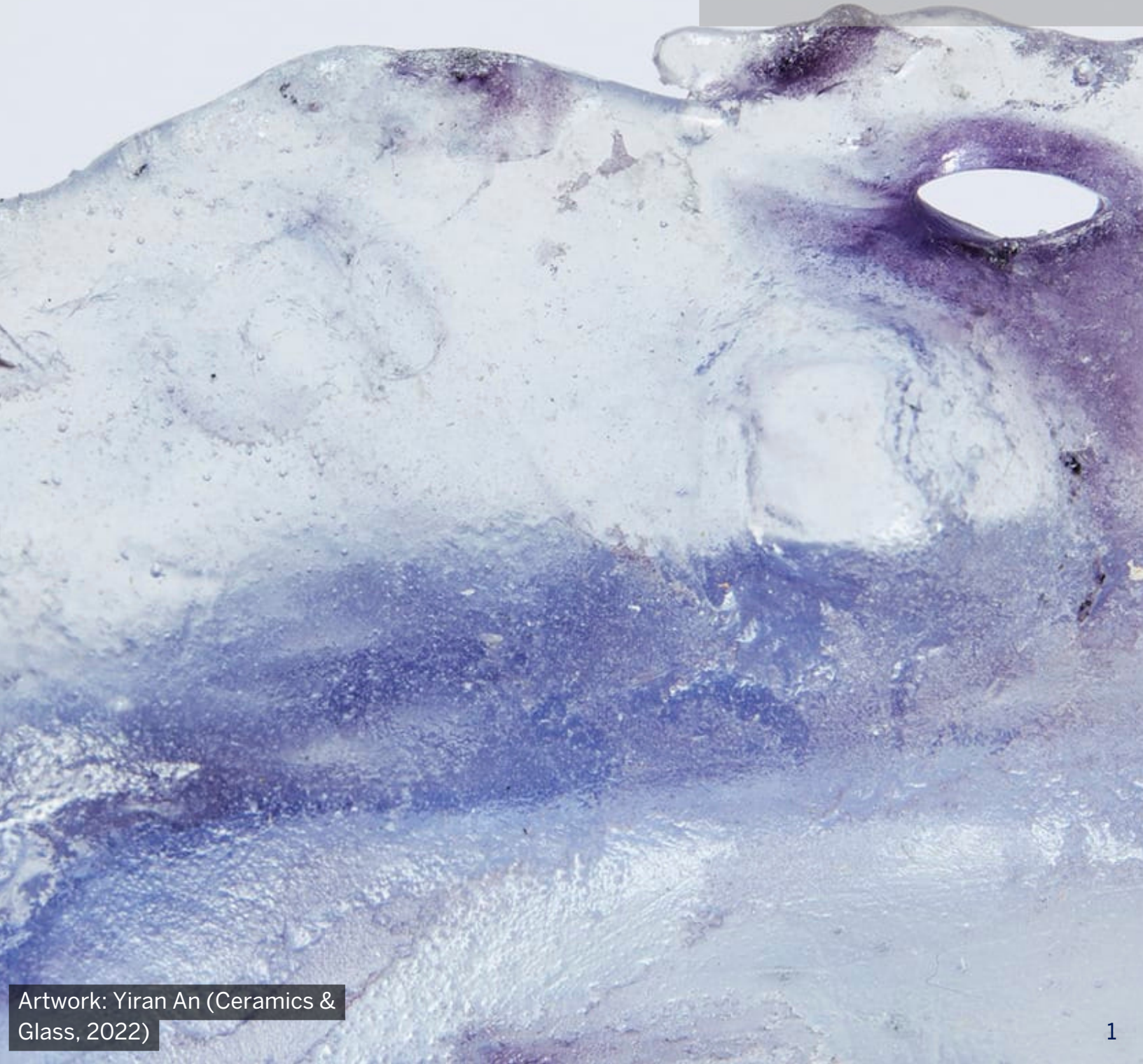


RCA

Administrator - School of Architecture (0.8fte)

October 2023



Artwork: Yiran An (Ceramics &
Glass, 2022)

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Photo: Richard Haughton

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WELCOME TO THE RCA



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.

School of Architecture



Photo: Richard Haughton

The School of Architecture is led by Dr Adrian Lahoud and provides a stimulating and vibrant cultural context for study in one of the world's leading cities for design and the creative industries. The distinctive College environment offers students the opportunity to realise live projects and to work alongside designers and fine artists in an intensive, postgraduate-only environment. Students are encouraged to extend their material, conceptual and technical skills – expanding the potential of their practice while forming a rich set of networks and creative partnerships able to sustain their future careers.

The design studio provides a critical platform for shaping distinctive forms of practice upon graduation. The project-based pedagogy is supported by historical, theoretical and technical seminars where students are introduced to a wide range of design research methods and approaches. Within each programme, opportunities for external engagement, interdisciplinary collaboration and fieldwork are provided in line with the pedagogical ambitions of students and staff.

Administrator - (0.8fte)

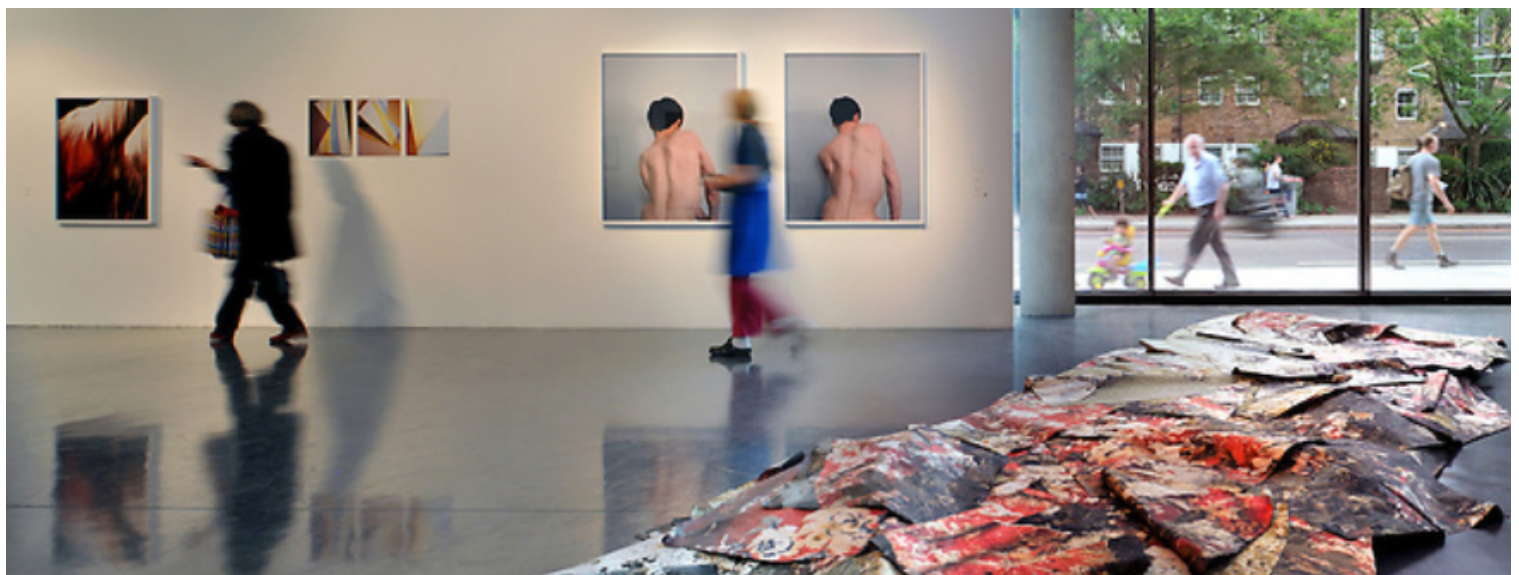


Purpose of the post:

Support the delivery, coordination, organisation and administration of postgraduate programmes supporting the school general manager and academic staff in pursuit of excellent standards of postgraduate education and an unrivalled student experience. The role will span all elements of administration, across the student lifecycle, including work on planning and development, marketing, admissions, student induction, timetabling, student records, assessment and feedback and examination administration.

Main Duties and Responsibilities:

- Administer local aspects of admissions, student support, and student review and assessment processes for taught and research students.
- Daily email and face-to-face contact with a diverse range of students, staff and external contacts and be responsible for dealing with a range of queries.
- Play a key role in the running of processes for student recruitment and assessment and create and maintain student and financial records as well as providing occasional administrative support to committee, open evenings and other daytime and evenings events.
- Regularly review information created and managed by the programme to ensure adherence to standards around managing and protecting, sharing and reuse, in line with best practice in information security and data protection.
- Production, monitoring and checking key statistics.
- Clerking and minute taking at meetings.
- 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 ITS where appropriate.
- Calendar management for student timetabling.
- Financial administration will include ordering stationery, supplies and equipment and processing orders.
- Proactively seek and suggest more effective administrative and communication systems.
- Administer the engagement and payment of lecturers.
- Raise purchase orders and manage programme financial activities using Agresso.
- To provide all other necessary administrative support to programmes, including course handbook, MA, MPhil and PhD student records, publications, shows, travel, room bookings and local finance (transfers, expenses and petty cash) to ensure the smooth running of the programmes.
- To co-ordinate and maintain programme teaching timetables and make arrangements for tutorials, lectures and seminars.
- To co-ordinate the admissions period including applications, portfolios and interviews.



The role of administrator will encompass one or more of the following school-wide responsibilities and activities:

External Relations

- Cross-school administration relating to external relations including sponsorship, alumni, donations etc.
- Liaise with academic staff, students and industry to arrange projects, competition entries, exhibitions etc.
- Collate media coverage of events – press reports, cuttings of staff and students, maintaining info on student careers across school.
- Oversee arrangements for open days; assisting during open day events during the week, evenings and specific Saturdays.
- Liaise with Development Office in regard to fundraising.
- Update and maintain schools pages on the Intranet and the RCA website inc staff research profiles and any microsites.

Shows

- Oversee the running of the Work in Progress and Degree Shows, liaising with the Dean, Assistant Dean, SGM, Media Office and the Development Office.

Knowledge Exchange (Executive Education)

- Coordinate support on activities which relate to executive education, including summer and other extra-mural courses.
- Liaise with academic staff, students and customers to make arrangements for executive education courses.
- Make arrangements for teaching and student bookings on executive education courses.
- Keep a database of executive education customers and sessional teachers.
- Promote and advertise executive education offers.

Knowledge Exchange (Staff Research)

- Provide admin and support to staff research activities.
- Support Dean on school research development.
- Liaise with Research Office and academic staff in preparing bids and budgets for funded projects.
- Provide updates to college research pipeline on behalf of school.

Curriculum Coordination

- To coordinate a range of validated and extracurricular MA activities including public lecture series, the school lecture series and school MA teaching group on campus and elsewhere.
- To liaise with academic staff, various RCA entities, donors, sponsors and foundations, overseeing all aspects of special academic projects.
- To oversee special project budgets under the guidance of the School General Manager
- To liaise with project partners and funding bodies.

Academic

- Liaise with programmes to arrange entrance and final exams.
- Coordinate info for all programmes to report to ABCD.
- Prepare documents for school validation.
- Liaise with Registry.
- Liaise with Academic Support and Student Welfare on behalf of school.



Person Specification

Essential characteristics of the postholder:

- Educated to degree level or equivalent.
- Administrative experience of working in a busy customer focused environment with the ability to deal with a variety of student and education related issues with tact and sensitivity.
- High level of accuracy and attention to detail.
- Experience of maintaining databases, using Microsoft packages.
- Ability to manage and prioritise a heavy workload whilst retaining excellent customer service standards.
- Proactive problem solver, ability to navigate issues through the College channels.
- Naturally collaborative.
- Good level of digital literacy.
- Proficient in the use of productivity suites (email, calendar documents, spreadsheets, databases) such as Microsoft Office or Google for work.
- Good understanding of standards around managing, protecting and re-using information, including information security best practice and data protection principles.
- Experienced in the use of financial management software such as Agresso.
- Excellent communication skills with people at all levels.
- The ability to use initiative, multi-task and work as part of a team.
- Excellent organisational skills.



Photo: Richard Haughton

Person Specification

Desirable characteristics of the postholder:

- Experience of working in higher education.
- Minute-taking skills
- Diary management skills, including electronic calendars.
- An interest and enthusiasm for contemporary art, design and culture.
- Experience of college systems and software – Financial (Agresso), HR/Payroll (iTrent), CRM system (Raiser's Edge) and student software/database.
- Experience of a relationship database, such as Raiser's Edge.
- Experience of using Mailchimp, creating copy, social media platforms.



Pay & Benefits

Additional Information:

- Salary: £35,974-£40,741 per annum inclusive of London Allowance. Pro rata for part time staff.
- 28 hours per week spread across 5 days a week. Minimum 3 days on campus.
- 4 days: 9.30am to 4.00pm with 1 hour each day for lunch.
- 1 day: 9.30am to 4.30pm with 1 hour lunch.
- Start and end times may vary and some flexibility may be required.
- Some evening support may be required for School lecture series.
- 25 days annual leave plus extended breaks at Christmas and Easter , pro rata for part time staff.
- A contributory defined benefit pension scheme and interest free season ticket loan are available
- Location: Kensington/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.