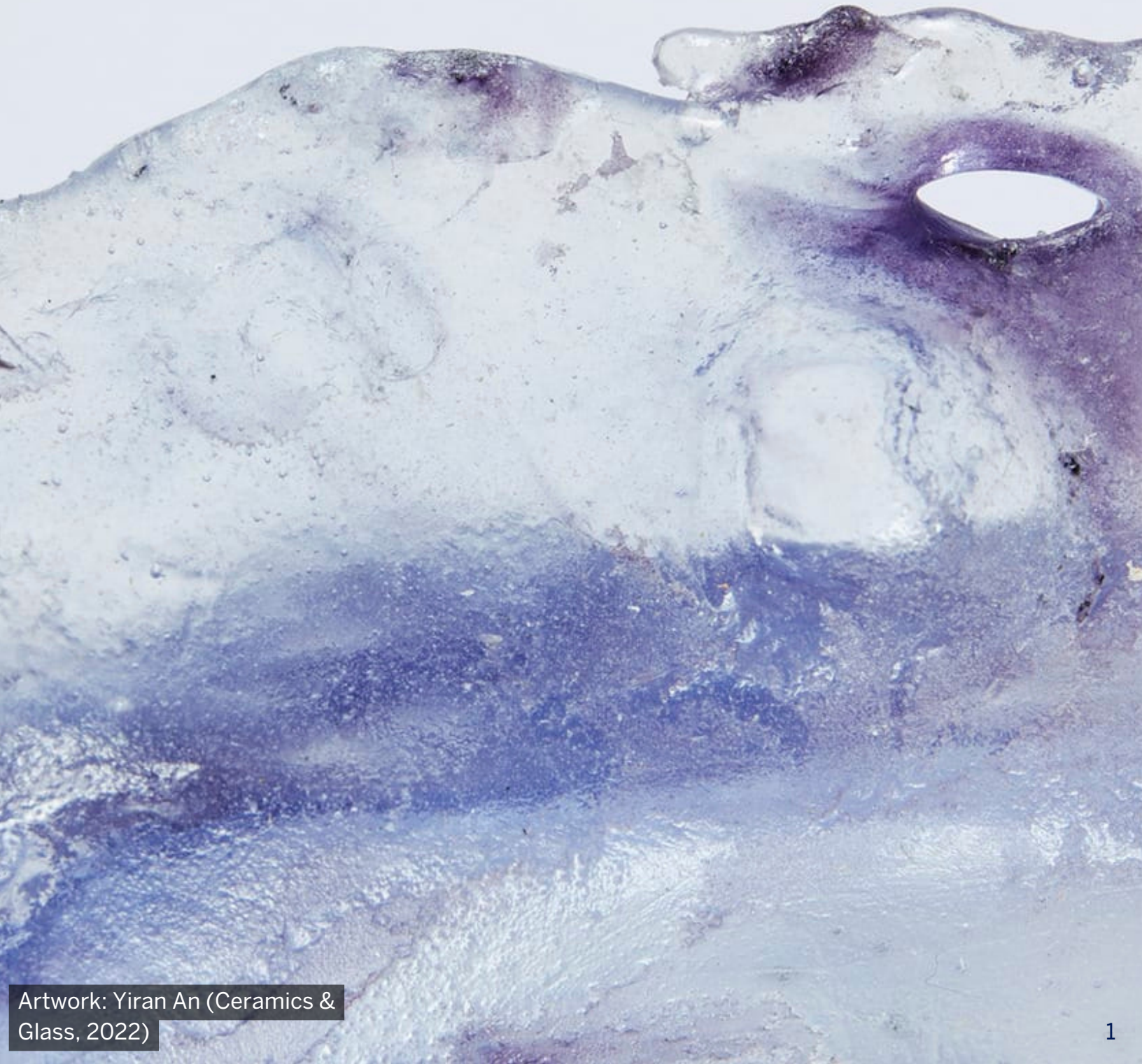


RCA

Health and Safety Officer

November 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 2021.

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.

Health & Safety Officer



Photo: Richard Haughton

Purpose of the post:

To assist the Health and Safety Manager to provide professional information, advice and support on Health, Safety and Wellbeing (HSW) issues. To work with academic, administrative and technical support teams, to embed a positive, compliant and responsible HSW culture for staff and students across the College, in line with HSW policy and associated procedures.

Main Duties and Responsibilities:

- Assist the HS Manager in delivering an annual improvement plan aligned with the H&S Strategy, which includes planning, delivering, and updating safety procedures, developing risk assessment tools, carrying out in-house audits and delivering training.
- Assist the HS Manager to ensure that H&S policies are adhered to, putting in place control measures to audit, monitor and review health, safety, and fire management practices for legislative compliance and best practice with the aim of developing and maintaining a positive H&S culture for all College community members.
- Assisting managers to carry out specific risk assessments for staff such as DSE, lone working, and manual handling and ensure that the central register of risk assessments is maintained and regularly reviewed
- Assist with the development and delivery of HS training compliant with HSE standards and legislation and maintaining training records
- To raise awareness of HSW issues in the College by providing advice and assistance to staff and students.
- Monitor compliance with College HSW policy and associated procedures across the College, ensure breaches are dealt with and take remedial action where necessary.
- Provide general assistance and administrative support to the Health and Safety Adviser.
- Take part in Health and Safety audits and inspections, produce reports and follow up remedial actions.
- Provide clerical support to the HSW Committee.
- Maintain and coordinate the Health and Safety e-learning and online accident and incident reporting systems.
- Assist in the development and maintenance of Health and Safety communications through the College Intranet System.
- Manage the provision of first training, equipment and supplies.
- Assist staff and students in carrying out risk assessments including student projects and exhibits.
- Carry out DSE Assessments and provide staff and students with ergonomic advice.
- Liaise closely with the Estates and Planning team to manage issues relating to fire safety including evacuation procedures, fire wardens, fire extinguishers maintenance and signage.
- Assist with the coordination and management of hazardous waste storage and disposal.
- Engage in HE sector HSW networks and maintain continuing professional development in HSW.

Person Specification

Essential characteristics of the postholder:

- A relevant HSW qualification for example NEBOSH National General Certificate in Occupational Health and Safety, NCRQ Diploma or an appropriate NVQ/SVQ Diploma (Level 5).
- Knowledge and understanding of Health and Safety legislation and best practices in areas including machinery safety, COSHH, DSE Assessment, First Aid and Fire Safety.
- Experience in carrying out Health and Safety investigations and producing reports that identify key issues and findings.
- Experience in risk assessment and problem-solving in HSW across a wide range of technical disciplines.
- Experience with the organisation, development and delivery of Health and Safety Training.
- Ability to manage and prioritise a heavy workload whilst retaining.
- Ability to communicate clearly and persuasively, explaining complicated matters simply to staff at all levels (including Senior Management) tailoring delivery methods/media to suit the audience's needs and understanding.

Desirable characteristics of the postholder:

- Experience working in higher education.
- Member of the Institute of Occupational Safety and Health (IOSH) at associate level or above.
- First aid at work qualification.
- Mental Health, First-aid qualification.
- Minute taking skills.
- Experience in maintaining e-Learning systems.
- Experience in developing web-based HSW information systems.
- Experience in financial software systems like Agresso.



Photo: Richard Haughton

Pay & Benefits

Additional Information:

- Salary working 5 days per week: £35,974- £40,741 per annum pro rata inclusive of London Allowance.
- Grade: 6 - permanent role - hybrid 60% office/40% home.
- Normal hours will total 35 per week, 5 days per week, 9.30am to 5.30pm with an hour each day for lunch.
- 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
- The successful candidate will be required to work at the Kensington Campus as well as across the RCA's other London sites (Battersea and White City) as necessary and reasonably requested.



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.

Enhanced shared parental pay

Qualifying employees are entitled to enhanced shared parental pay: up to 24 weeks' paid at the full rate of the employee's normal pay (only in the first 26 weeks following the start of maternity/adoption leave), followed by 13 weeks Statutory Shared Parental Pay. This compares to the statutory provision of up to 37 weeks paid at the statutory rate or 90% of average weekly earnings, whichever is lower.

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.