RCA

Technical Services Coordinator, Fashion & Textiles
December 2023

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Photo: Richard Haughton

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-level institution 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 25,000 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 2,800 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. 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.

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Our People

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 President and Vice-Chancellor – the CEO of the institution – is Dr Paul Thompson, who joined the College in 2009, but will be leaving in May 2024. The incoming President and Vice-Chancellor is Professor Christoph Lindner, who will be joining the RCA in April 2024.

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 196 FTE, supported by around 215 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.

ILTS, Information, Learning & Technical Services

Photo: Richard Haughton

ILTS is a cross-College directorate that supports staff and students to meet their academic objectives through a broad range of services. We provide leadership and expertise in implementing digital systems to enable more efficient working practices across the College. We have skilled and specialist staff on all three RCA sites.

Technical Services:
Technical Services is a cross-college department of technical specialists that support all Teaching, Learning, Research & Knowledge exchange at the RCA.

Technical Services Coordinator - Fashion & Textiles

Photo: Richard Haughton

<u>Purpose of the post:</u>

- Coordinate provision within the Fashion and Textiles facilities at the Royal College of Art, including the line management of a technical team.

- Responsibility for the operational planning and organisation of the technical area, ensuring support is provided for all academic, Research, Knowledge Exchange and Innovation (RKEI) requirements and activities.

- Provide specialist technical support within the area.

Main Duties and Responsibilities:

1. Lead technical teams, allocating technical duties and support tasks, clarifying requirements of agreed tasks, delegating fairly and providing focus and motivation to the team.

2. Establish and oversee the delivery of team objectives including provision of pastoral care and support to the technical team, dealing with issues and queries and referring to others when necessary.

3. Manage all technical resources within the area for academic delivery and research activities.

4. Manage the allocated operational and investment budgets for the area with responsibility for the selection and management of suppliers; coordinating the day-to-day operation of facilities including undertaking installation of equipment, maintenance and repairs.

5. Take overall responsibility for the issuing of materials, maintenance of material stock levels, security of tools, maintenance of machinery and tools, general housekeeping and maintenance of the area.

6. Liaise with other Technical Coordinators and represent technical support issues at College committees and meetings, providing leadership on operational issues and defining policy and procedures for the technical area including access and allocation of resources.

7. Act as the main point of reference for the technical area and regularly provide detailed technical information and reports to College academic forums, Environment and Campus Operations, Health & Safety and other technical areas of the College as required.

Photo: Philip Vale

Main Duties and Responsibilities (cont):

8. Set and monitor performance standards and contribute to the long-term planning for the area.

9. Contribute as a member of the extended technical management team in developing a sense of community and act as an advocate of technical resources across the College.

10. Keep up to date with new developments within existing and emerging technologies.

11. Support dedicated research projects and activities, including commercial activity and other income-generation activities.

12. Research, evaluate, and communicate innovative solutions to technically complex creative ideas and give appropriate feedback. Act as a point of reference to all workshop users.

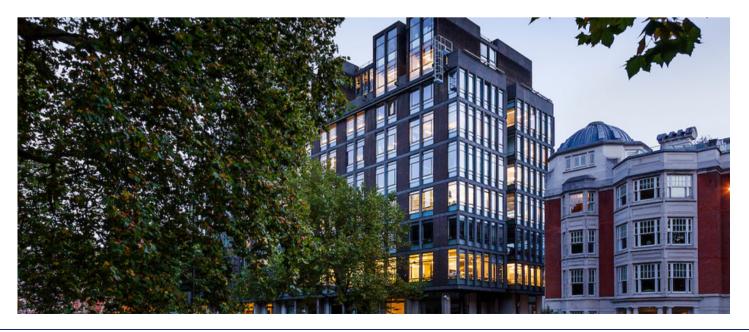13. Organise and maintain specialist equipment and manage the allocated budgets as required.

14. Comply with all Royal College of Art policies and procedures.

15. Monitor and maintain a safe working environment in accordance with Health and Safety policies and procedures employed for managing Health and Safety. This will include providing consultation on the production of Risk Assessments and ensuring they remain accurate and up to date.

16. Support events and exhibitions as required including the handling, transportation and installation of artworks.

17. Assist in the selection, training, induction and supervision of new and temporary staff.

18. Undertake any other duties consistent with the role as required and in agreement with the Technical Services Manager.

Person Specification

Essential to the role

- Full working knowledge and proficiency of their own area of technical expertise combined with the ability and enthusiasm to learn about other specialist skills relevant to the work of the College.
- The ability to coordinate effectively, a team of technical staff representing a variety of specialist skills within an HE environment.
- Excellent organisational, time management and planning skills with the ability to prioritise as appropriate.
- Budget management ability and experience of standard financial controls.
- Proven ability to manage projects on time and budget.
- Ability to deal with difficult situations and confidential matters and to resolve problems when they arise.
- Excellent communication and interpersonal skills, both written and verbal at all levels.
- Thorough knowledge of Health and Safety and COSHH related to designated technical area.
- Excellent problem-solving skills.
- Ability to present and share knowledge and to transfer skills and capabilities
- Excellent user focus and a flexible approach.
- Commitment to continuing professional development and engagement with professional issues.
- The ability to use initiative and work independently and as part of a team
- Ability to make/give formal presentations.
- Ability to chair meetings and present to individuals and groups at all levels.
- The ability to work effectively as part of an extended technical management team.

Desirable to the role

- Substantial interest in future developments of cross disciplinary making spaces such as advanced hack spaces and community co-working spaces.
- Experience of managing a team in a high pressure and time sensitive environment.
- Experience of Personal and Team professional development planning.
- An interest and enthusiasm for contemporary art, design and culture.

Photo: Iwan Baan

Pay & Benefits

Additional Information:

- Grade 9 salary working 35 hours per week: £51,992- £58,037 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 part time employees.
- Contributory final salary pension scheme and interest free season ticket loan are available.
- Based in London - Kensington, Battersea, White City
- Responsible to the Technical Services Manager

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 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.

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.