



**Royal College of Art**  
180 Years of Innovation, Art & Design

## **ROLE DESCRIPTION**

**Post:** Research Fellow: Social & Global Research Space

**Department:** The Helen Hamlyn Centre for Design

**Grade:** 9

**Responsible to:** Director, Helen Hamlyn Centre for Design

### **Background:**

The Royal College of Art is the only entirely postgraduate institution of university status that is devoted to the study of art, design and communication. In 2016/17 the College has some 1,780 students registered for MA, MRes, MPhil and PhD degrees, over 400 full- and part-time academic, technical and administrative staff, and currently operates on two high profile sites in Kensington and Battersea.

The Helen Hamlyn Centre for Design (HHCD) provides a dedicated focus for people-centred design and innovation at the RCA. Established in January 1999, the HHCD has built a large programme of research, knowledge transfer and international outreach to academic, voluntary sector and business communities.

The HHCD runs a number of programmes, the largest and most complex of which is the Helen Hamlyn Research Associates Programme for new RCA graduates, which collaborates with external research partners to employ the graduates on a year-long programme. As the HHCD has developed in size and reputation, three research spaces have been created to rationalise the operational and intellectual structure. The research spaces are: Age & Diversity, Healthcare and Social & Global.

### **Purpose of the role:**

Each Research space requires a leader to undertake a range of activities from overseeing the day-to-day activities of the Research space's researchers to setting the vision and research themes in conjunction with the Director. Research Space Leaders play a central role in their Research Space's future development and vision creation. They will interact with Research Space researchers, external research partners and sponsors, RCA studio departments and academic staff to maintain their Research Space's profile, deliver projects and secure funding.

## **Main duties and responsibilities:**

1. Executive management of the Research Space: to work closely with the Director and Management Team to ensure their Research Space's strategy, planning, budgeting, communications and project delivery are in line with the expectations of the RCA and the HHCD. Provide intellectual leadership and framing of research themes in the Research Space and to create a credible cohort of projects in the space.
2. Building networks and reputation: to present the work of the Research Spaces at key events, meetings, seminars, symposia etc inside and outside the RCA, ensuring that the Centre's interests are safeguarded and its reputation enhanced. Supervision and support of junior researchers in this endeavour.
3. New sources of funding: to work closely with the HHCD's Director and Management Team to identify, bid for and win new sources of funding for the Research space, managing relationships across business, government and the third sector. Co-ordinate Research Space staff in bidding for larger sources of project funding e.g. research council or charitable foundations.
4. Research project management and supervision: to ensure that all research projects (Research Associate and funded research) are supervised, directed and delivered according to contractual agreements. Day-to-day management, individual meetings and regular Research space meetings to be held and recorded as appropriate. Provide 'on the ground' leadership and line management for all researchers in the Research Space.
5. Research project documentation and dissemination: to ensure that the Research Space's projects are properly documented and disseminated to key audiences, via reports, papers, exhibits, publications, website, media relations etc. Work with the Director and Communication Manager to deliver the HHCD Yearbook and other publications as appropriate.
6. Research Associates programme and partner management: to ensure the annual Research Associate programme runs smoothly with key milestones, meetings, training workshops and public events, and that business and community partners are informed of project developments and given the opportunity to input at key stages. Ensure pastoral care and supervision of Research Associates in the Research Space throughout the year especially in delivering outputs at key milestones.

7. Research Associates sponsor development: to ensure that future project partners are identified, briefed and contracted to support projects, co-ordinating Research Space staff to build the sponsor base.
8. PhD programme and External Education programme: to provide support in growing the Centre's PhD programme and work with the Centre's Director to identify opportunities and develop material for External Education.
9. Funding bids: to submit funding proposals to research councils and/or industry partners for high-level funding projects that would grow the expertise and value of the Research Space and the Centre.
10. Publication and dissemination: to create academic and media outputs including papers, journal entries, chapters, articles, interviews and presentations on the work developed within the Social & Global space.

### **Person Specification:**

#### **Essential:**

1. Masters degree level qualification in sociology/design/engineering or equivalent
2. Experience of working in industry or in the academy on inclusive design
3. Proven expertise and in-depth knowledge of people-centred design with evidence of published research, completed projects and conference/keynote presentations
4. At least three years' experience of social & global subject area and a proven interest in conducting and leading research in the area
5. Proven skills in people management, research strategy and budgeting
6. Proven skills in project management and supervision as well as client liaison and winning new business and/or research bids
7. Ability to play a leadership role in an interdisciplinary team
8. Flexibility and confidence to tackle a wide range of tasks
9. Excellent writing, communication and presentation skills
10. Strong interpersonal and mentoring skills
11. Genuine commitment to developing design-led theory and practice at the Centre
12. Experience of Co-Investigator status
13. Experience of identifying and successful winning new sources of funding

**Desirable:**

1. Experience of Principal Investigator status
2. Phd or equivalent experience

**ADDITIONAL INFORMATION**

- 35 hours per week, 9.30am to 5.30pm Monday to Friday with an hour each day for lunch
- Salary: £44,293 - £49,508 per annum inclusive of £2,584 London Allowance
- 25 days annual leave per annum plus extended break at Christmas
- A contributory defined benefit pension scheme and interest free season ticket loan are available
- The appointment will be made on a fixed term basis, initially for one year, subject to a six month probationary period.

## **PAY & BENEFITS**

### **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%.

### **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 their household members 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.

### **Cycle to Work Scheme**

The Royal College of Art has signed up to the Cycle to Work Scheme – part of the government's Green Transport Initiative – which allows employees to make significant savings on purchasing new bikes and safety equipment.

### **Childcare Vouchers**

The Royal College of Art enables staff to purchase childcare vouchers, through its partner Edenred, as a salary sacrifice scheme.

### **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.