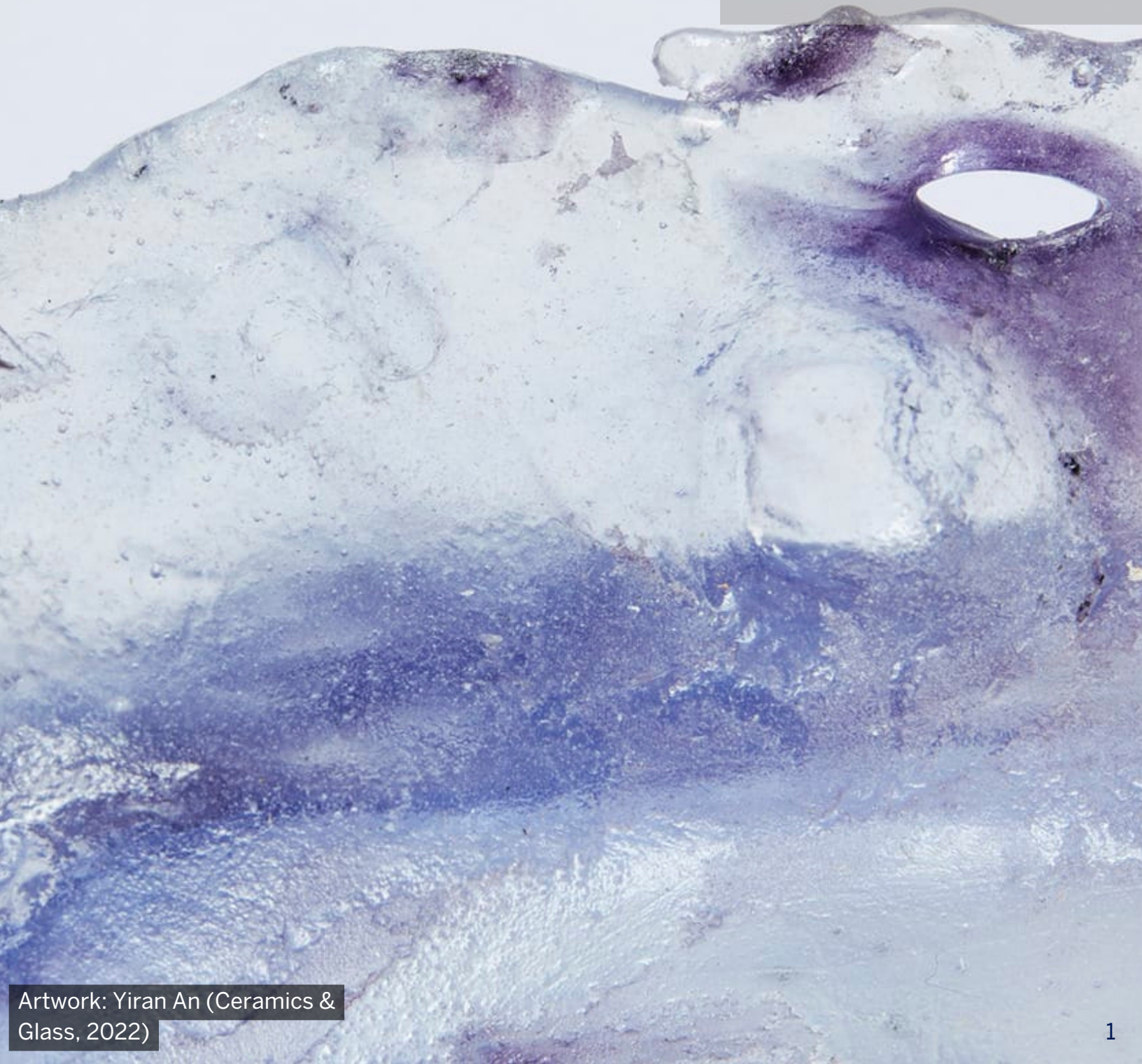


RCA

Research & Knowledge Exchange Development Manager March 2024



Artwork: Yiran An (Ceramics & Glass, 2022)

CONTENTS



Photo: Richard Haughton

3	<u>About RCA</u>
4	<u>Our Strategy</u>
5	<u>Our People</u>
6	<u>Our Values</u>
7	<u>About the Role</u>
11	<u>Person Specification</u>
13	<u>Pay and Benefits</u>

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](#).

Our People



Photo: Richard Haughton

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.

Research & Knowledge Exchange



Photo: Richard Houghton

Research and Knowledge Exchange

Research and Knowledge Exchange provides central infrastructure, expertise and support across the strategically important areas of research, knowledge exchange, executive education and research degrees. The Research and Knowledge Exchange office at the RCA is led by the Director of Research and Innovation, who is also responsible for the RCA's Research Centres and InnovationRCA, and is a member of the College's Senior Management Team.

The Research and Knowledge Exchange Administrative team, led by the General Manager, Research and Innovation, provides key administrative support across the diverse areas of research development, research information management, knowledge exchange, executive education, postgraduate research students, Critical and Historical Studies and Master of Research.

Research & Knowledge Exchange Development Manager



Photo: Richard Houghton

Main Purpose of the post:

The Research and Knowledge Exchange Development Manager will work with the Head of Research Development and the Head of Knowledge Exchange to increase the RCA's research performance and income from external funding sources.

Key functions will include strengthening relationships with funding bodies, providing advice and support to academic staff, running internal funding and peer review processes, contributing to research strategy development and implementation, developing links with academic and business partners for collaborative projects and bids, monitoring research performance and providing appropriate advice to improve it, and working with professional services staff to provide a consistent service from research idea through to post-award support.

Research and Knowledge Exchange Development Manager will act as a first point of contact for academic colleagues who are considering applying for external research funding. They meet with academics on a one to one basis to provide advice on: framing their research idea as a research project, scoping resources for a particular project, providing advice and feedback on application drafts, and ensuring that the application is directed to the most appropriate sponsor and meets the scheme priorities and requirements. Research and Knowledge Exchange Development Manager takes responsibility for continually enhancing their own expertise and professional networks.

Main Duties and Responsibilities:

- Identify relevant research and KE funding opportunities and communicate these effectively to academic and administrative staff within the Schools, helping to deliver the College's strategic aims of maintaining and developing the College's world-leading research in Art and Design.
- Develop and maintain a strong understanding of staff research strengths and expertise, in order to match these appropriately to opportunities for external funding for and, where appropriate, to opportunities for external collaborations, both in the UK and internationally.
- Work closely with senior staff in relevant Schools and in the Research & Innovation Office to develop and maintain a healthy pipeline of high-quality research and KE grant applications, ensuring timely submission of high-quality proposals to a range of funders in line with the School's RKE submission targets.
- Work closely with individual members of staff to prepare and submit research and knowledge exchange funding bids, supporting researchers in the planning and preparation of project budgets, resources and timescales, and in the shaping, planning and articulation of coherent, realistic research proposals.
- Work closely with colleagues in the Finance and ILTS teams to ensure accurate planning and costing of all aspects of research and KE projects, in line with College and funders' guidelines.



Photo: Iwan Baan

Main Duties and Responsibilities (cont):

- Support the Head of Research Development and the Head of Knowledge Exchange in delivering training to academic staff in the College on good practice in research and KE project planning and management and bid preparation.
- Ensure data on grant submissions and outcomes is always up-to-date and accurate, and to provide robust and timely reporting to senior Research & Innovation staff for key College committees, internal planning and monitoring, and for external reporting to funders.
- Work closely with principal investigators and administrators in Schools to monitor the progress of active funded research and KE projects, ensuring monitoring and reporting is undertaken in a robust, accurate and timely way to meet both internal and external reporting requirements.
- Work closely with the Deans, administrators and academic staff in relevant Schools to ensure research outputs and impacts are logged effectively in the College's research repository on a regular basis.
- Assist senior Research & Innovation staff in the preparation, collation and analysis of information about staff research and impact for future research excellence exercises.
- Work with Research & KE Office colleagues to write and collate relevant and up-to-date information on College research and knowledge exchange activity for the relevant College web pages and publications.
- Attend relevant internal and external meetings on behalf of the College, and provide feedback to colleagues as requested.
- Work to improve processes and management systems supporting research grant applications and knowledge exchange proposals; to support the development of research and impact reporting mechanisms for the Schools, and the collection and analysis of research, KE and impact performance data.
- Carry out such other duties consistent with the post as directed by the Head of Research Development or Head of Knowledge Exchange.



Person Specification

Essential to the role:

- High level of experience developing and submitting research and KE grant applications across multidisciplinary teams with a variety of UK and international funding bodies.
- Very high level of knowledge and understanding of UK, EU and international funding sources for research and KE activities in relevant disciplines.
- Experience of using standard HE sector databases and reporting systems (e.g. JeS, ResearchFish).
- Ability to build productive and effective working relationships with academic staff, administrators and senior managers.
- Understanding of the research pipeline from application through to delivery and translation.
- Proven track-record of working effectively and accurately under pressure, meeting deadlines and challenging financial targets.
- Experience of working within formal guidelines and regulatory environments, preferably in an HE context.
- Ability to explain complex ideas with clarity; excellent verbal and written communication skills.
- Ability to work effectively as part of a team, and to work closely with colleagues across teams, while also taking responsibility for managing one's own workload.
- Demonstrably high levels of accuracy and attention to detail.



Person Specification

Desirable to the role:

- High level of experience of working with a finance team and budget monitoring.
- Experience of contributing to strategy and policy development.
- High level of experience of prioritising workload to enable development of multiple projects in a timely manner to meet deadlines.
- Experience of developing innovative approaches to problem-solving.
- Postgraduate qualification in a relevant discipline.
- Track record of supporting successful applications for research and knowledge exchange funding.
- Experience of supporting academic staff to develop and measure research impact.



Photo: Richard Haughton

Pay & Benefits

Additional Information:

- Normal hours will total 35 hours per week, Monday to Friday between 9.30am to 5.30pm with an hour each day for lunch for full time posts.
- Grade 9 salary working 35 hours per week: £52,350 to £58,395 per annum inclusive of London Allowance.
- 25 days annual leave plus extended breaks at Christmas and Easter at the discretion of the college.
- Contributory final salary pension scheme and interest free season ticket loan are available.
- Based in London - Battersea/Hybrid
- Responsible to: Head of Research Development/Head of Knowledge Exchange
- Full time and permanent role. (Though 0.8 FTE will be considered, for example to enable the post-holder to undertake research 0.2 FTE)



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 three 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.