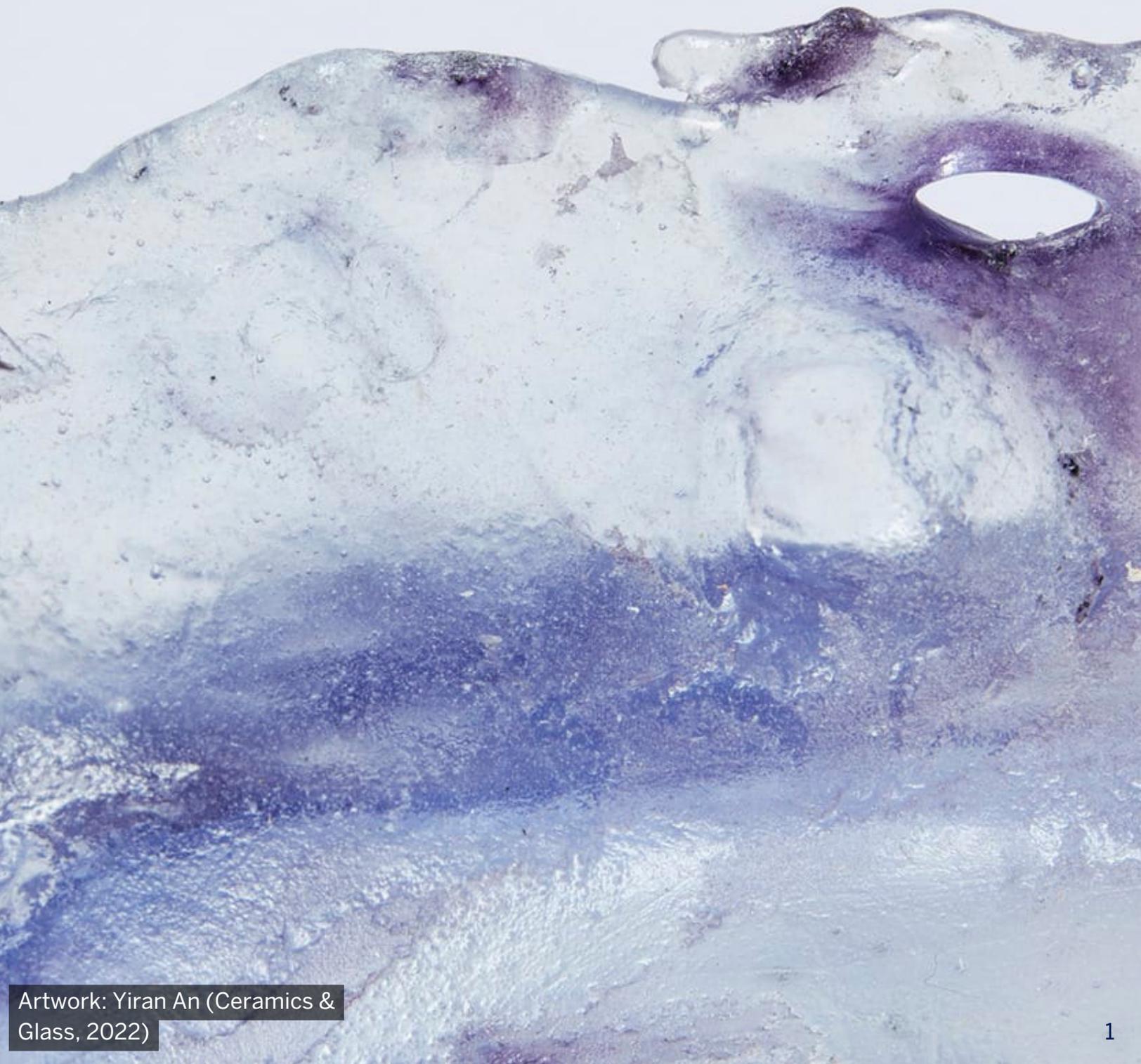


# RCA

# Academic Liaison Librarian April 2024



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 ten consecutive years, according to the QS World University Rankings by Subject 2024 – 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

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 joined 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.

# The Library (ILTS)



Photo: Richard Houghton

The Library is part of IT, Library and Technical Services (ILTS), a directorate of skilled and specialist staff supporting students and staff to meet their academic objectives. ILTS includes Library, Special Collections, Technical Services, IT Services and Digital Delivery. The Library is based on the Kensington campus and provides services to our campuses in Battersea and White City.

The Library is home to over 70,000 items including books, magazines, print journals, zines and our Special Collections. In addition we have an expanding digital library of ebooks, ejournals, audiobooks and online resources covering a wide range of interdisciplinary subjects. The library provides quiet study spaces across three levels. The Library team delivers a customer-focussed and pro-active service as part of our hybrid service model.

# Academic Liaison Librarian



Photo: Richard Haughton

## Purpose of the post:

The Academic Liaison Librarian is part of the Reader Services team and provides specialist library support to postgraduate students in designated schools through a programme of inductions, workshops and one-to-ones.

The role involves proactive liaison with academic staff and programme teams to ensure the Library provides appropriate resources, advice and guidance materials to support teaching and research.

Contributing to collection development is a core part of the role. This includes engaging with key stakeholders to enhance diversity, inclusivity and accessibility of the collections.

The role will have shared responsibility for developing and maintaining the Library's marketing and promotional content, including the Library's social media presence.

This role would suit an enthusiastic and creative individual, who enjoys connecting and collaborating with a wide variety of people.

## Main Duties and Responsibilities:

Design and deliver a blended model of information skills sessions as part of the Reader Services team. This includes orientations, inductions, workshops and one-to-one appointments to support on-campus and online teaching. In addition, provide advice and guidance on referencing, referencing tools and copyright when required.

Liaise with academic staff in programmes to ensure effective promotion of and access to Library collections. Build awareness of developments in learning, teaching and research in the schools in order to develop Library services accordingly. This will include attending relevant programme and school meetings and sustaining effective relationships with academic and support staff.

Contribute to collection development through the acquisition of books, journals, and online resources for designated schools and programmes. This includes stock selection and mediation of book requests to ensure the Library has resources to support teaching and research activities across the College, as well as diversifying and decolonising the collection.

Engage in regular review of print and digital collections, including stock editing and making decisions around repairs and binding of printed material.



## Main Duties and Responsibilities (cont):

Create and maintain library support materials on the VLE (Moodle). This will range from regular updating of the content to larger scale reviews on a termly and annual basis.

Develop, coordinate and maintain the Library's marketing and promotional content, including Library displays and the Library's social media presence.

Participate in the delivery of the Library enquiry service, including support on the Library helpdesk and online chat service, responding to a range of general library and specific research enquiries.

Supervise Library Assistants in both general housekeeping activities and specific tasks and projects as directed by the Reader Services Manager and/or Head of Library Services.

Contribute to the development of Library policies and procedures.

Represent the Library at College and external meetings as required.

Deputise for Reader Services Manager as required.

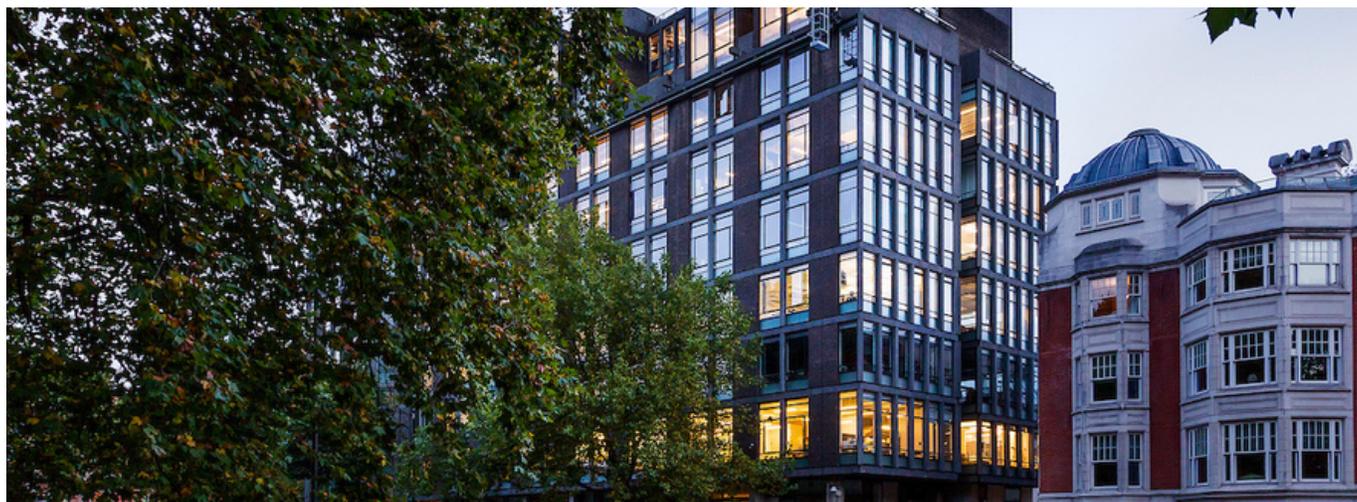
Maintain continuous personal and professional development through engagement with current issues in higher education and art librarianship, seeking staff development opportunities and involvement with professional organisations.

Comply with College finance procedures and policies and liaise with library suppliers.

Comply with all Royal College of Art policies and procedures.

Undertake any duties consistent with your role as required and in agreement with the Reader Services Librarian and/or Head of Library Services.

The details of this Job Description may be reviewed from time to time according to the changing needs, functions and circumstances of the Royal College of Art.



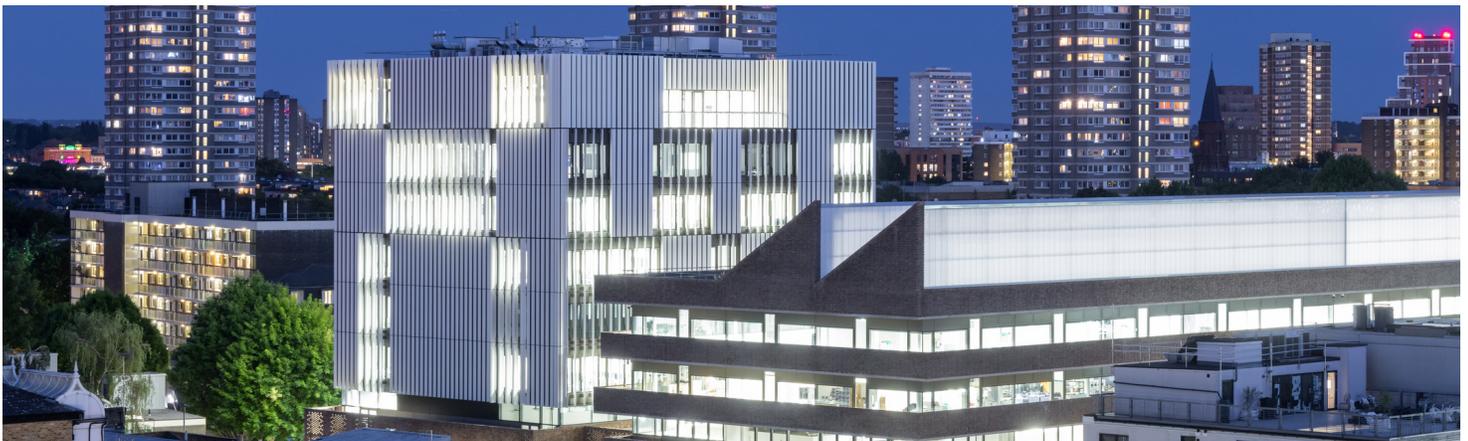
# Person Specification

## Essential characteristics of the postholder:

- Significant experience in providing liaison / subject librarianship in an HE environment. Ability to establish and maintain positive relationships with students and academic staff.
- Ability to design and deliver effective information skills sessions to support all levels in teaching and research using digital and TEL tools where appropriate. Possess a good understanding of theory and research related to teaching and skills provision in the HE and/or arts sector.
- Demonstrable experience of providing a proactive and user-focused service with excellent customer facing skills in an academic or specialist library.
- Commitment to diversity and inclusion, including through initiatives such as decolonising the collections, promotional activity or accessibility support.
- Excellent organisational, time management and planning skills. Ability to work independently and collaboratively within a Library team and with different professional groups across the organisation when required.
- Ability to use initiative and creativity to resolve problems.
- Proven commitment to continuing professional development, including the ability to acquire relevant new skills and apply them effectively.

## Desirable characteristics of the postholder:

- A degree level qualification, with a professional qualification in library or information science.
- Higher education teaching qualification or professional recognition e.g. PGCert, FHEA or equivalent.
- Experience of creating or maintaining social media platforms and marketing materials.
- Knowledge of relevant copyright and licensing legislation.
- Knowledge and experience of cataloguing using AACR2/RDA, Library of Congress Subject Headings and Dewey classification.
- An interest and enthusiasm for contemporary art, design and culture.



# Pay & Benefits

## Additional Information:

- Responsible to: The Reader Services Manager
- Salary: Grade 7- £42,205 - £45,732 per annum including London Allowance
- FTE: 1 (35 hours per week), 9.30 - 17.30 with an hour for lunch. The role will include an evening and a Saturday shift on a rata basis. This is primarily a campus-based role with some flexibility to work from home.
- 25 days annual leave plus extended breaks at Christmas and Easter, at the discretion of the College. NB Holiday is increasing to 27 days per annum from the next holiday year - October 2024.
- A contributory defined benefit pension scheme and interest-free season ticket loan are available
- Location: All 3 sites (mainly based at Kensington)
- Department: ILTS - Library Services



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. Increasing to 27 days a year from October 2024.

### 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 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.



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as the world's N°1  
University for Art & Design

QS World University Rankings by Subject 2015-24