RCA

Health & Safety Advisor/
E-Content Developer
April 2024

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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 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.

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.

H&S Advisor/E-Content Developer

Photo: Richard Haughton

Purpose of the post:

This 1 year contract is to assist the Health & Safety Manager in developing a comprehensive Health, Safety and Wellbeing (HSW) e-learning training program for the College. Day-to-day, you'll be developing a program of e-learning courses for staff and students and developing HSW advice and guidance to be published on the College Intranet pages. You will liaise with subject matter experts on the Health & Safety Team to define their digital learning requirements, agree scope, design, develop and implement each course. You will be responsible for quality testing of digital learning products for accuracy and errors and producing advice and guidance.

Main Duties and Responsibilities:

- Responsible for creating and implementing training courses that meet the relevant laws, regulations, and standards for workplace safety, with advice from the Health & Safety Manager.
- Compiling training materials and training plans catering for different learning styles, engaging with staff across all levels of the College in a supportive manner
- Lead safety training modules, hands on demonstrations, verification and testing of e-learning systems and monitoring the effectiveness of the training.
- Support the Health & Safety Officer to conduct a needs assessment to identify the learning objectives, target audience, and resources for each training course.
- Ensure consistent delivery of high-quality e-learning materials.
- Collaborate closely with subject matter experts in the Health & Safety Team and other College staff to ensure accuracy and relevance of all content.
- Develop and select the appropriate content, methods, and materials for each training course.
- Evaluate the effectiveness of the training program using a variety of tools.
- Provide feedback and follow on support to the trainees and recommendations to line-management.
- Maintain records and document the training activities, outcomes, and compliance.
- Liaising and building strong working relationships with colleagues in relevant departments such as IT, Digital Delivery and People & Culture regarding the creation of learning materials.
- Provide additional support to the Health & Safety Team for advising academic staff and students on risk assessment for studio and exhibition projects.
- Keeping up to date with current legislation and health and safety best practice.

Photo: Richard Haughton

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 development and delivery of health and safety training programs.
- Experience in development packages for e-learning courses e.g. Articulate and using and maintaining digital learning platforms e.g. Moodle.
- Experience in developing and writing HSW advice and guidance.
- Experience in risk assessment and problem-solving in HSW across a range of technical disciplines.
- Proactive, flexible, and creative problem-solving approach towards new technologies and methodologies in e-learning.
- Excellent interpersonal skills, including the ability to communicate effectively, both orally and in writing at all levels of an organisation (including senior management).
- Excellent organisational, time management and planning skills with the ability to prioritise as appropriate.
- Demonstrable commitment to diversity and equality of opportunity with the ability to work harmoniously with colleagues and students of all cultures and backgrounds.

Desirable characteristics of the postholder:

- Experience in the HE sector and the art and design sector.

Photo: Iwan Baan

Pay & Benefits

Additional Information:

- Responsible to: The Health & Safety Manager
- Salary: Grade 8- £46,978 - £50,974 per annum including London Allowance
- FTE: 1 (35 hours per week), 9.30 - 17.30 with an hour for lunch. 1 year fixed term contract.
- 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)
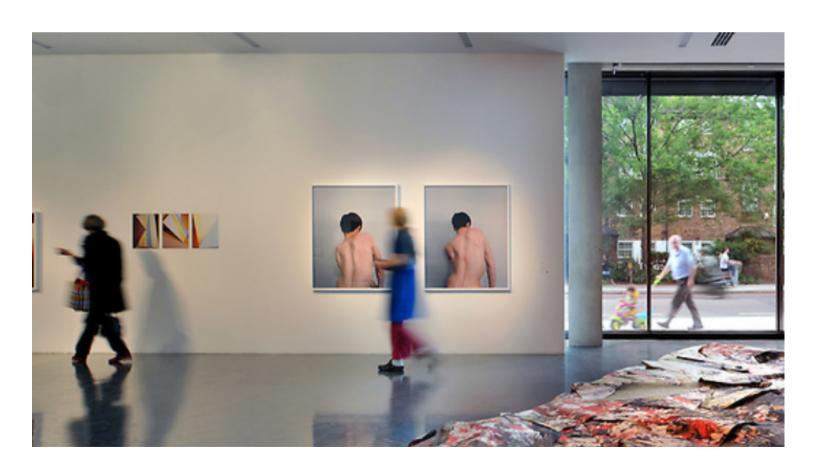- Department: Safety Health and Environment

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.

10 YEARS

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

QS World University Rankings by Subject 2015-24