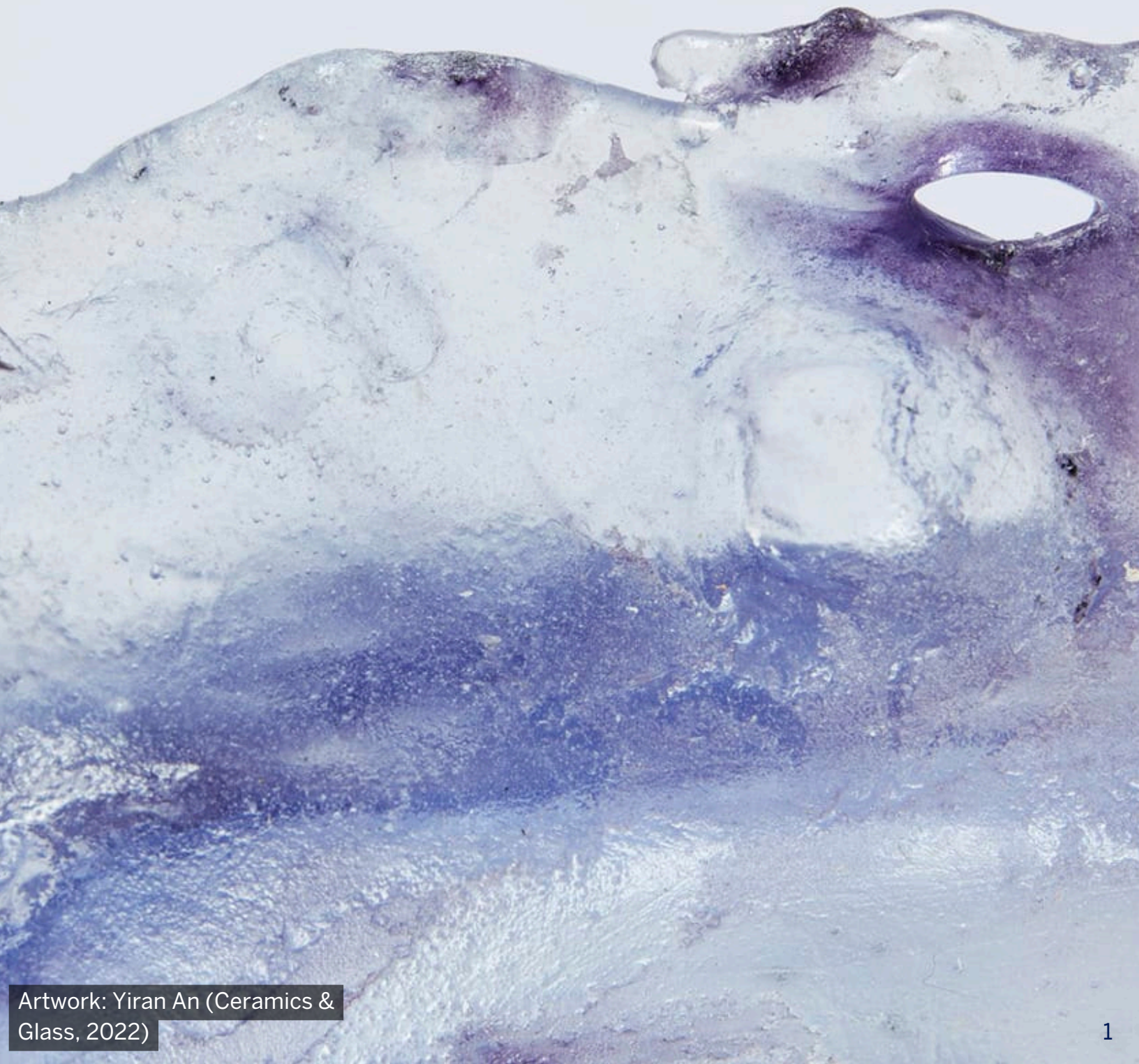


RCA

Personal Assistant to the Dean of The School of Architecture



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 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.



Photo: Richard Haughton

School of Architecture

The School of Architecture is led by Dr Adrian Lahoud and provides a stimulating and vibrant cultural context for study in one of the world's leading cities for design and the creative industries. The distinctive College environment offers students the opportunity to realise live projects and to work alongside designers and fine artists in an intensive, postgraduate-only environment. Students are encouraged to extend their material, conceptual and technical skills – expanding the potential of their practice while forming a rich set of networks and creative partnerships able to sustain their future careers.

Personal Assistant to the Dean



Purpose of the post:

The overriding goal for the PA to the Dean, be a key conduit for balancing competing demands on the Deans time to ensure focus on the priorities of academic strategy and school leadership, and between the administrative and operational priorities of the school. In this capacity, the postholder will be effective at inbox management, redirecting and signposting lower-level staff and student operational issues to the School General Manager; academic requests as appropriate to the Assistant Dean or Head of Programme; and student support and services requests to the central Student Support & Services hub.

Main Duties and Responsibilities:

- Provide support to the Dean, anticipating needs and providing a professional interface between the Dean and key internal and external contacts.
- Proactively manage the busy diary of the Dean, ensuring that meetings and engagements are appropriately and sensitively prioritised and managed to meet the requirements of both the College and the School.
- Ensure adherence to the development of college-wide operational policies, procedures.
- Escalate operational challenges and issues to the appropriate points of contact outside of the school and maintain contact to agree resolution.
- Coordinate availability of senior staff across RCA to maximise collective senior staff productivity as part of the college PA and EA network.
- Collaborate to achieve standards of best practice as part of the wider business support community.
- Proactively safeguard time in the diary of the Dean to enable work on strategic initiatives.
- Ensure that regular catch-up meetings and 1:1s with the direct reports of the Dean are diarised along with mid-year reviews and annual appraisals.
- Act as a conduit for the flow of high level and sensitive information and use sound judgement and problem-solving skills when making recommendations regarding tasks, events, deadlines etc.
- Provide full administrative and secretarial support for the Dean for all relevant internal Committees (SLT meetings), Boards (including Joint Boards) and working groups. Minute taking, summarising discussion points and noting relevant actions.
- Ensure all correspondence is properly and efficiently dealt with, keeping track of issues that are pending and following up relevant responses.
- Assist with the co-ordination of international academic visits to the School (scheduling, co-ordinating, liaising with staff and overseas contacts).
- Undertake research and collate information/intelligence as needed in support of the work of the Dean.



Main Duties and Responsibilities (cont):



- Monitor the progress of actions assigned to the Dean ensuring that they are followed up and deadlines are met.
- Arrange, plan itineraries for, and coordinate overseas trips for the Dean to ensure objectives are met and include the best use of time and value for money.
- Apply and maintain a detailed knowledge of the College's objectives and priorities, and staffing responsibilities and operational structures within the Dean's areas of responsibilities.
- Participate in internal and external networks; build ongoing and effective relationships with a wide range of contacts to ensure the continued smooth operation of the School.
- Contribute to the monitoring of the Dean's budget in close collaboration with the SGM. Keep track of the Dean's expenses for College business and assist with compilation and submission of claims in a timely fashion.
- Explore new ways of using technology to best support the work of the Dean.
- Provide support at the induction stage and during the probationary periods for newly appointed direct reports of the Dean.
- Provide support to School-wide events; securing rooms with Timetabling, liaising with the Estates and Receptions team, the engagement of guest lecturers and other external contacts. Greeting and welcoming guests during daytime and evening events.
- Raising POs, liaising with suppliers, guest lecturers, managing customer set up, following up with invoices. Pre-empting and navigating finance-related issues to the relevant colleagues for prompt resolution.
- A range of other administrative duties, which contribute to the efficient operation of the School, as directed by the Dean and/or the SGM/Assistant Dean.

Person Specification

Qualifications, knowledge and experience

Essential:

- Educated to degree level or equivalent experience
- Demonstrable experience of successfully working in a PA or Executive Assistant role in a medium to large organisation
- Understanding of the Higher Education Sector
- Experience of working in a complex, multi-dimensional organisation handling confidential, sensitive and commercial information
- Experience of servicing committees, including minute-taking, summarising and noting actions

Desirable:

- Experience of working in Higher Education or a cultural organisation



Photo: Iwan Baan

Person Specification

Aptitude and Skills

Essential:

- The ability to distinguish, prioritise, sift and grade the multi-level requests that come through to the Dean and ensure that the Dean is able to focus on the core mission of the institution: goals 1, 2, 3 and institutional positioning; and contribute only as necessary at a strategic or planning level, to the enabling strategies of Finance, Estates, People
- Ability to understand and assimilate information and collate data in order to provide briefings and reports
- A strong team-player with a flexible approach to the varying demands of the office as a whole. Stepping in during crucial pinch points of the School calendar and providing support to the Administration team where needed.
- Achievement focused – ability to set targets and get things done to achieve continuous improvement
- Maintain confidentiality and a high level of discretion at all times
- Excellent interpersonal and organisational skills
- Ability to display initiative
- Excellent oral and written communication skills
- Ability to work on a range of projects simultaneously, balancing priorities and managing workload effectively
- Ability to work under pressure and to complete tasks speedily (with minimal supervision) but without compromising quality or accuracy
- Ability to manage and disseminate information efficiently
- Excellent IT skills, including a comprehensive knowledge of Microsoft Office packages and Google apps, with possible additional experience of Agresso, Raiser's Edge, Moodle, Mailchimp, Social Media etc.

Desirable:

- Interest and enthusiasm for art, design and education.

Pay & Benefits

Additional Information:

- Responsible to: School General Manager (dotted line to the Dean)
- Full time salary: Grade 6- £36,332 - £41,099 per annum including London Allowance.
- FTE: 1 (35 hours per week), 9.30 - 17.30 with an hour for lunch.
- Maternity leave cover to start as soon as possible for up to 1 year (please note if the substantive post holder returns earlier than expected, the role could end sooner).
- 25 days annual leave plus extended breaks at Christmas and Easter, at the discretion of the College.
- A contributory defined benefit pension scheme and interest-free season ticket loan are available
- Location: Kensington/Hybrid (3 days office/2 days home working)
- Department: School of Architecture



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