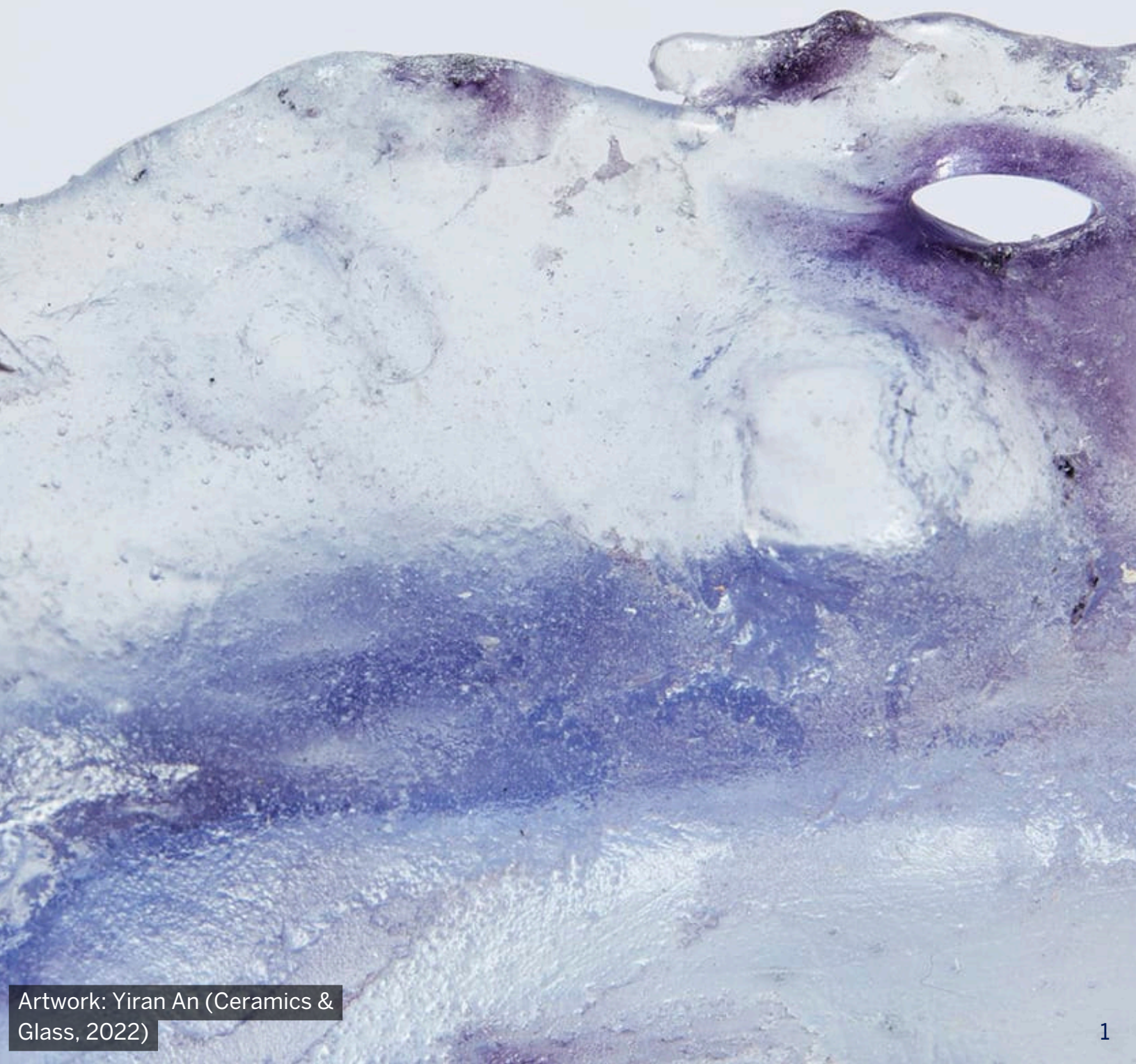


# RCA

## Research & Knowledge Exchange Administrator November 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 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 role of Royal Visitor to the RCA was taken on by The former Prince of Wales – now His Majesty The King – in 2018. The announcement of HM The King's retained Patronage of the RCA marks the first anniversary of Their Majesties' Coronation. As part of the official Coronation Concert in May 2023, the Royal College of Art along with The Royal Ballet, The Royal Opera, the Royal Shakespeare Company, and the Royal College of Music came together for the first time ever to create a spectacular one-off performance, with a striking visual backdrop of specially-designed artworks contributed by students from the Royal College of Art.

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 & Vice-Chancellor – the CEO of the institution – is Professor Christoph Lindner who joined the College 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:



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.



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.



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.



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 and Knowledge Exchange



Photo: Richard Haughton

The Research and Knowledge Exchange (RKE) Office is part of the Research & Innovation directorate, along with the four Research Centres and InnovationRCA. It provides central expertise and support for the College's research, knowledge exchange and executive education activities as well as for its research degrees. It is led by the Pro Vice-Chancellor, Research and Innovation, who is a member of the College's Executive Board.

The RKE Administrative team provides administrative support across the full range of the RKE Office's responsibilities, including research grant development, research impact, research ethics, and research and KE reporting, knowledge exchange, executive education short courses, and postgraduate research students.

# Research & Knowledge Exchange Administrator



## Purpose of the post

The RKE Administrator provides efficient and effective administrative support to academic and professional services colleagues in the RKE Office and across the College for a range of research and knowledge exchange activities, including managing processes relating to internal research funding, research ethics processes, and committee administration. This role involves a positive approach to problem solving, a high level of organisational skills, data management and financial administration, and the ability to manage a complex and varied workload and to take the initiative.

The role reports to the RKE General Manager and is part of a broad team, so the emphasis is on teamwork and working constructively and collaboratively with colleagues across the team according to the demands of fluctuating workloads and priorities.



## Main Duties and Responsibilities:

### Research and Knowledge Exchange Administration:

- Act as secretary to the RCA's Research and Innovation Committee, Research Ethics Committee, REF Strategy Group and other relevant working groups; organising meetings, preparing and circulating agendas, drafting minutes and collating paperwork, in conjunction with senior RKE colleagues and the relevant committee chairs.
- Manage the workflow for the approval and signature of all Research & Innovation contracts with the Vice Chancellor's office.
- Coordinate the Research Ethics approval process for academic and research staff and doctoral students, ensuring that applications are completed accurately, processed appropriately, and that decisions are communicated effectively and in a timely way.
- Manage the College's internal research funding schemes, advertising calls for applications, compiling the paperwork for the internal review panel meetings, advising applicants of the outcome of their application, tracking expenditure against budgets, and preparing summary reports (e.g. of application numbers and award values) for internal committees as required by the RKE General Manager.
- Support the RKE Office team with capturing and maintaining essential data and case study evidence to support formal reporting requirements including the RCA's submissions to the national Research Excellence Framework (REF) and Knowledge Exchange Framework exercises, reporting to Research England on QR funding spend, and reporting to College committees.
- Support the Research Information Manager to maintain up-to-date management information records, including information relating to research staffing, external grants, the College's research pipeline, research outcomes and project outputs.



Photo: Richard Houghton



## Main Duties and Responsibilities (cont):

### Marketing, Communications and events

- Coordinate content development for the Research & Innovation section of the RCA website and Intranet, ensuring content remains accurate and up-to-date.
- Draft content and coordinate the production of relevant newsletters and departmental updates.
- Oversee the maintenance and updating of mailing lists, project, contacts and prospects databases in accordance with the College's guidance on GDPR compliance.
- Coordinate and draft copy for presentations and College publications as required.
- Lead on the administration and promotion of the RKE Academy (the internal programme of training and information for academic staff about Research and Knowledge Exchange); and organise external research and knowledge exchange meetings and events liaising closely with Schools, Marketing and Communications, academics and external organisations as appropriate.





## Main Duties and Responsibilities (cont):

### General Administration

- Financial administration will include ordering stationery, supplies and equipment, processing orders, and renewing and tracking subscriptions.
- Administer the engagement and payment of casual workers.
- Clerking and minute taking at meetings as required.
- Be responsible for meeting room configuration and set-up including ensuring AV equipment is working and setting up video/Skype calls, and proactively liaising with ILTS (technical services) where appropriate.
- Room booking through the RCA's timetabling system (CELCAT) for student-facing teaching and other events.
- Raise purchase orders and manage Research & Innovation financial activities using Agresso.
- Develop and maintain effective working relationships with administrative and academic staff across Schools, Centres and Professional Services.
- Demonstrate a professional and proactive approach to work at all times, and proactively seek and suggest improvements to ensure that efficient, accurate and high quality administration is maintained.
- Work collaboratively with department administrators to ensure all aspects of the directorate administration is delivered to a high standard.
- Assume any other administrative tasks and responsibilities as requested by the RKE General Manager.
- Actively support and act in accordance with the College's values, its equity, diversity and inclusivity principles and its other relevant policies.



# Person Specification

## Essential characteristics of the postholder:

- Educated to degree level or equivalent.
- Relevant administrative experience in Higher Education or a comparable environment.
- Proven experience in providing high-quality administrative support in an intensive, changing environment.
- Strong written skills and proven experience of minute taking and preparing committee papers.
- Highly numerate, with experience of financial administration.
- Excellent organisational skills, ability to use initiative and multi-task.
- Ability to manage and prioritise a heavy workload whilst retaining a high level of accuracy and attention to detail.
- Calm under pressure with a structured and methodical approach to problem-solving and analysis.
- Naturally collaborative approach and willing to work as part of a team
- Good level of digital literacy and proficient in the use of productivity suites (email, calendar, documents, spreadsheets, databases) such as Microsoft Office or Google for work.
- Good understanding of standards in managing, protecting and re-using information, including information security best practice and data protection principles. Excellent communication skills with people at all levels.

## Desirable characteristics of the postholder:

- Experience of budget planning and monitoring, including liaison with finance and/or accounts specialists.
- Understanding and experience of UK and EU research funder procedures, policies, applications and reporting systems.
- Experience of developing copy for on and off line publications and of maintaining web pages.
- An interest and enthusiasm for contemporary art, design and culture.
- Experience of university systems and software – Financial (Agresso), HR/Payroll (iTrent), CRM system (Raiser's Edge) and student software/database.





# Pay & Benefits

## Additional Information:

- Responsible to: General Manager, Research & Knowledge Exchange
- Full time salary: Grade 6 £37,936 - £42,703 per annum including London Allowance.
- FTE: 1 (35 hours per week), 9.30 - 17.30 with an hour for lunch. Permanent role.
- 27 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, along with many other benefits.
- Location: Battersea/hybrid
- Department: Research and Innovation - Knowledge Exchange



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

27 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 six 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.





## Equality, diversity and inclusion - Disability and neurodiversity

### Disability Confident

RCA is a Disability Confident Committed employer. You may recognise the logo from our job adverts.

Disability Confident is a government scheme designed to encourage employers to recruit, retain, and develop disabled people. RCA was originally awarded the Disability Confident certificate in October 2022, which broadens and deepens our existing commitment as an employer.

As a Disability Confident Committed employer, we commit to the below core activities:

- ensure our recruitment process is inclusive and accessible
- communicating and promoting vacancies
- offering an interview to disabled people who meet the minimum criteria for the job
- anticipating and providing reasonable adjustments as required
- supporting any existing employee who acquires a disability or long-term health condition, enabling them to stay in work
- at least one activity that will make a difference for disabled people





**10 YEARS**

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

QS World University Rankings by Subject 2015-24

Together, the RCA community can generate change now for a sustainable future everywhere.