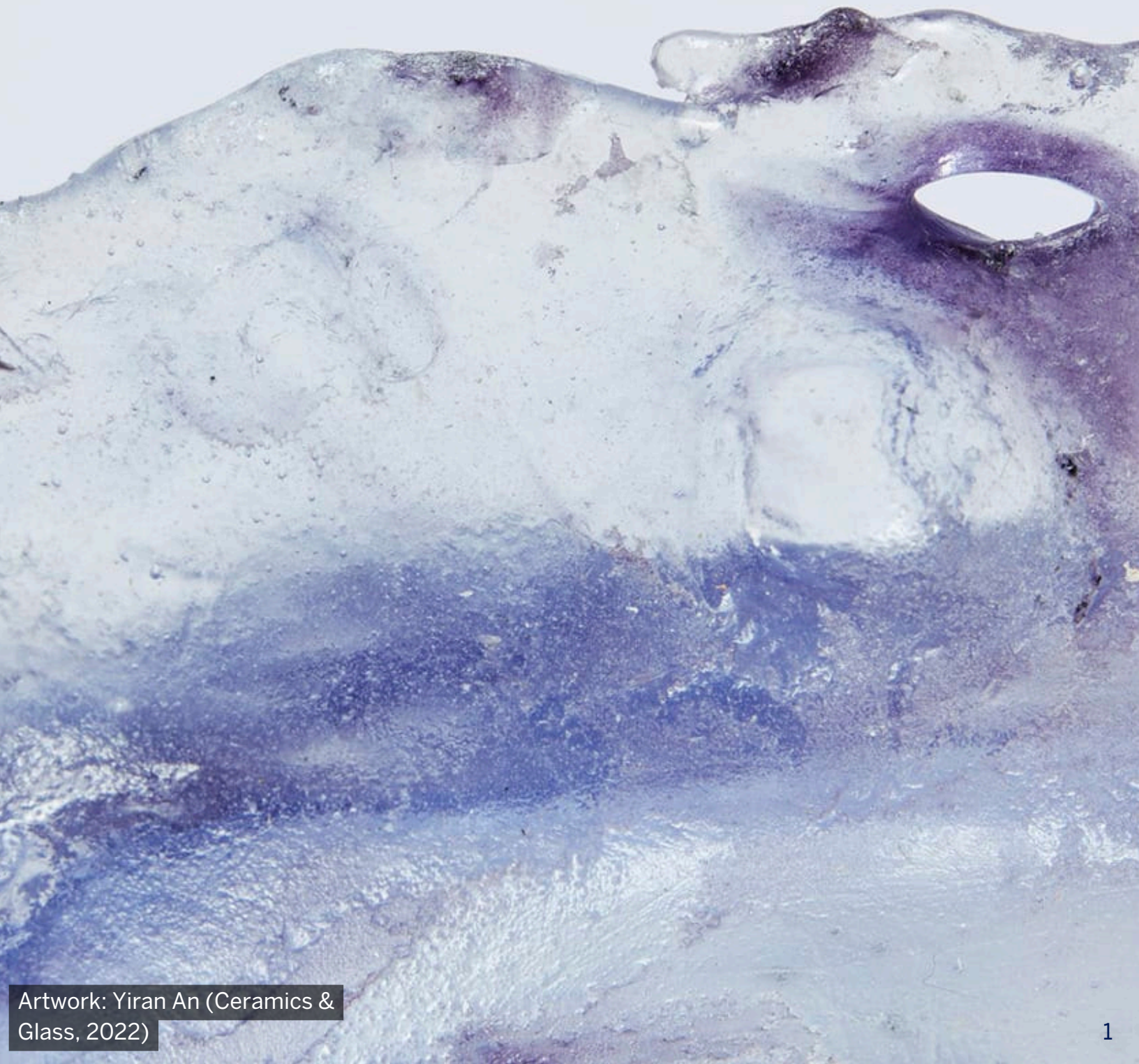


RCA

Cost Manager, Estates November 2024



Artwork: Yiran An (Ceramics & Glass, 2022)

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Photo: Richard Haughton

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WELCOME TO THE RCA

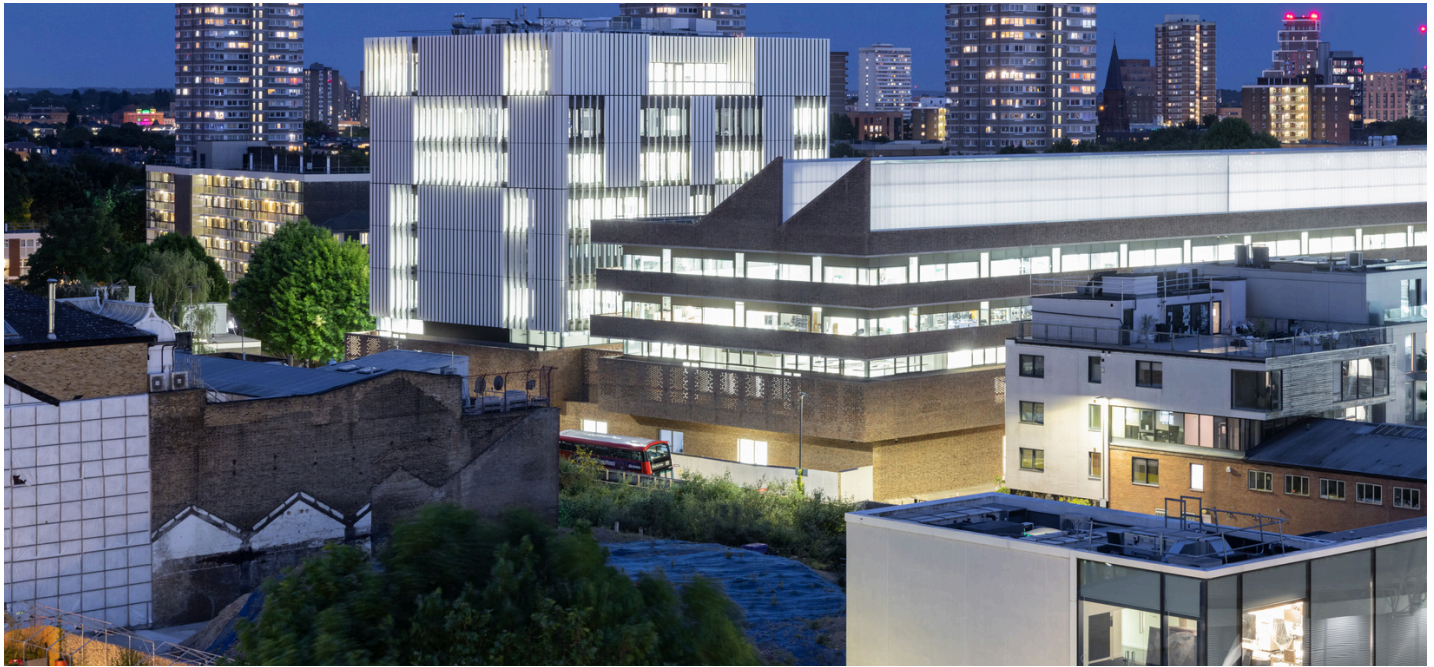


Photo: Iwan Baan

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:



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.

RCA Estates is responsible for all aspects of the Colleges estate and buildings, including delivery of day-to-day facilities management services and of capital projects & refurbishments.

The RCA Estates portfolio is focused in support of the key service lines the directorate provides to the wider College community via three distinct internal divisions:

Estate Development:

- Master-planning, strategic projects, project management and capital works.

Estate Planning:

- property management, energy & sustainability management, and space & moves management.

Estate Management:

- Contracts: Facilities soft & hard services management (including compliance, courier, maintenance, cleaning, waste, transport, reception, security & small works) via an outsourced IFM provider, Estates Helpdesk and Catering & Hospitality.
- Services: porterage, front of house management & services, post and event support.

At the Royal College of Art, we recognise that our estate is not merely a collection of buildings and grounds; it is the backbone of our academic pursuits and the platform from which we propel our students and researchers into future success.

We are currently developing our new 2 campus masterplan that reflects our commitment to providing a world-class environment for learning, research, and collaboration, ensuring that Royal College of Art remains at the forefront of higher education excellence and aligns our physical assets with our sustainability objectives.

In support of this the RCA Estates directorate is undergoing a purposeful transition and growth programme to enhance efficiency, foster innovation and better align our estate functions with the Colleges Strategic Goals.

This is a unique chance to play a pivotal role in shaping the future of RCA's Estate as we implement these transformative initiatives, we are therefore seeking individuals who thrive in dynamic environments, embrace change and are eager to contribute their skills to the positive advancements underway.

Cost Manager (Estates)



Photo: Richard Haughton

PURPOSE OF THE ROLE:

As an experienced Cost Manager, you will provide commercial expertise being responsible for the financial delivery of a number of Estates projects and programmes that will Enable the delivery of a world class, student-centred experience across the RCA's campuses, and to provide an academic environment which supports exceptional teaching, learning and research.

As part of the busy Estate Development & Planning team within the Directorate, working as a peer professional alongside the RCA's Project, Space & Building Services Managers, you will play a vital role in ensuring financial integrity and sustainability to ensure that projects are procured and delivered within budget and to the highest quality whilst exceeding our client expectations.

We are looking for people who can help us deliver the values of the College: Integrity, Curiosity, Inclusion and Collaboration

Main Duties and Responsibilities:

1. STRATEGIC PLANNING

Long-Term Planning: Contribute to the long-term strategic planning of the College's estate management by providing financial insights and forecasts.

Sustainability Initiatives: Integrate financial planning with sustainability initiatives to ensure cost-effective and environmentally friendly practices.

2. BUDGETING AND FINANCIAL PLANNING

Budget Preparation: Develop and prepare budgets for estate-related projects, including construction, maintenance, relocations, and renovation.

Project Funding: Develop and prepare Business Cases and Project Brief Documents to secure funding for estate projects through internal and external sources.

Resource Allocation: Allocate financial resources to various estate projects based on priorities and strategic goals.

Financial Forecasting: Project future financial performance and cash flow requirements for estate projects.



Photo: Richard Houghton

Main Duties and Responsibilities (cont):

3. PROJECT FINANCIAL MANAGEMENT

Contract Management: Oversee financial aspects of contracts with external vendors, contractors, and suppliers.

Project Cost Control and Commercial Assurance: Working alongside external professional consultant teams and interfacing into project delivery teams to maintain tight budget control, prompt change management actions and in identifying opportunities to enhance cost management, value engineering and cost avoidance.

Regulatory Compliance: Ensure compliance with relevant financial regulations, standards, and College policies.

Risk Assessment: Identify and assess financial risks associated with estate projects. Develop and implement strategies to mitigate identified financial risks.

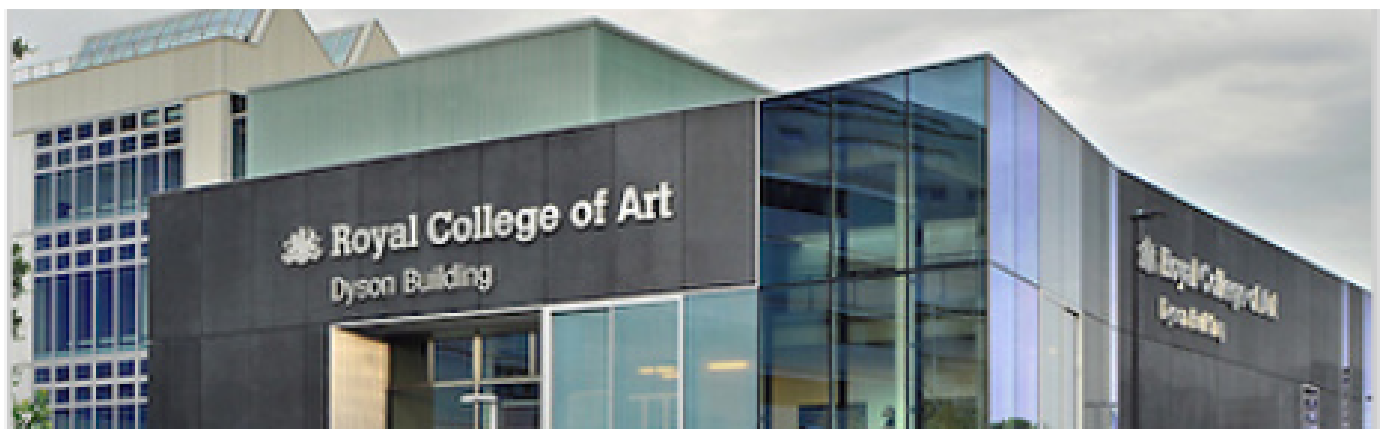
4. TENDERING AND CONTRACT MANAGEMENT

Procurement Strategy: Develop and implement procurement strategies aligned with the Colleges goals and objectives for its estates. Conduct market research and analysis to identify potential suppliers and trends. Work with the estates team to forecast demand and plan procurement activities accordingly.

Supplier Selection: Identify and select suppliers based on quality, cost, and reliability. Develop and maintain strong relationships with key suppliers to ensure consistent quality and service.

Tender Process: Manage the entire tendering process, from preparing Project Briefs and issuing requests for proposals (RFPs), to evaluating bids and awarding contracts. Incorporate sustainability and EDI criteria into procurement decisions to support the College's environmental & diversity goals.

Contract Management: Negotiate terms and conditions with suppliers to secure the best value for money. Oversee contract execution, ensuring compliance with terms and conditions, and manage any issues that arise.



Main Duties and Responsibilities (cont):

5. COST CONTROL AND MANAGEMENT

Cost Monitoring / Reporting: Track and monitor expenditures against the budget for estate projects/programmes. Provide regular reports on the financial status of estate projects to stakeholders. Analyse variances between budgeted and actual costs, identifying reasons for discrepancies and taking corrective actions.

Financial Reporting: Prepare and present financial reports to the Colleges management, boards, and committees as required.

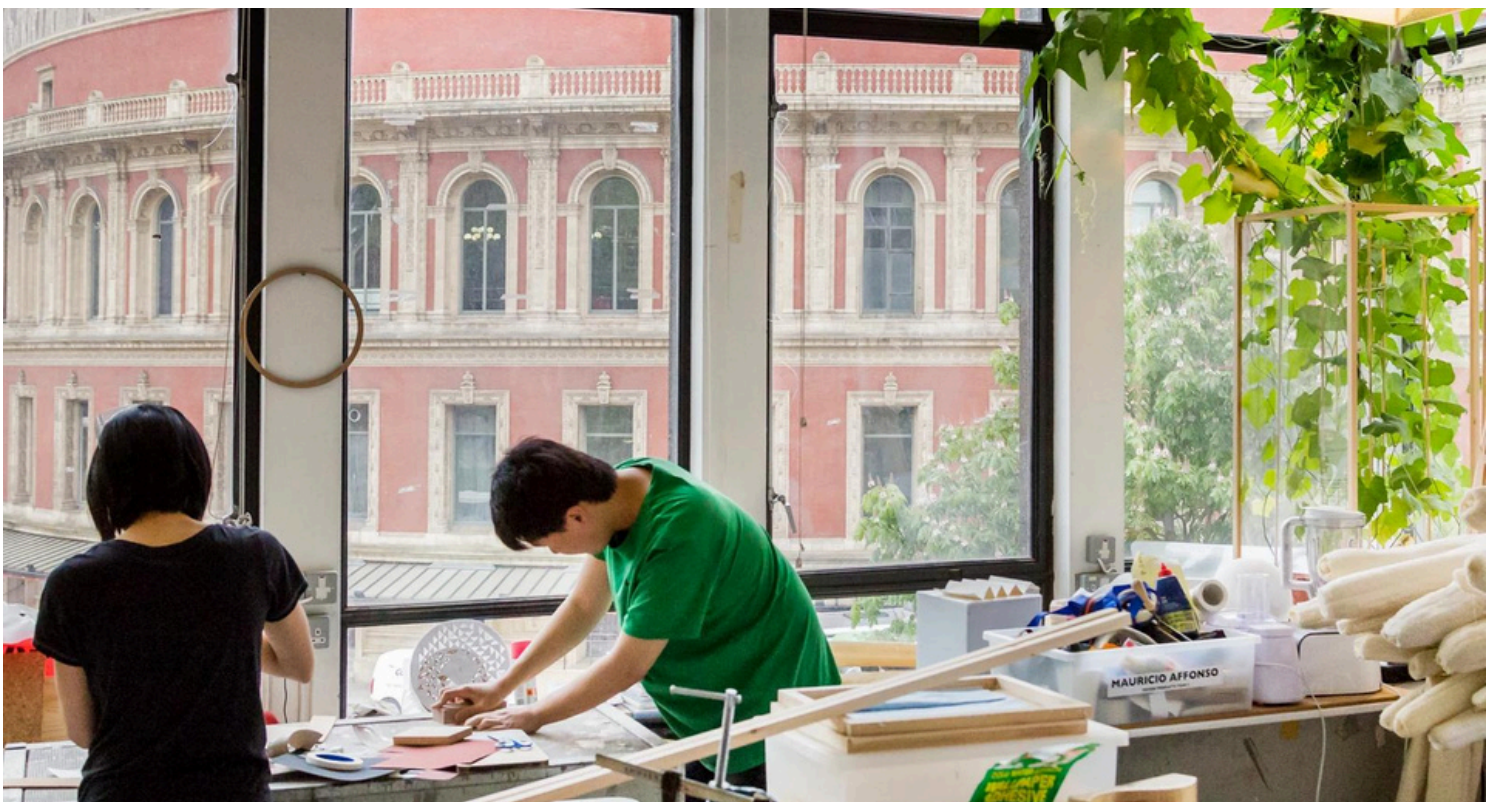
Financial Audits: Conduct financial audits and reviews of estate projects to ensure compliance with financial regulations and policies.

6. STAKEHOLDER MANAGEMENT

Internal Collaboration: Work closely with other College departments, such as finance, procurement, and facilities management, to ensure alignment of financial goals and practices.

Process Improvement: Identify and implement process improvements to enhance the efficiency of financial operations within the estates team.

External Relations: Manage financial relationships with external stakeholders, including contractors, suppliers, and regulatory bodies.



Person Specification

ESSENTIAL:

- A good first degree (or equivalent Level 6 professional qualification) in a relevant discipline.
- Extensive experience of managing large budgets, including capital expenditure and revenue.
- Demonstrable experience of operating at a senior level and ability to produce succinct factual reports for analysis, particularly in the preparation of Business Cases and Project Brief documents.
- Recent experience in commercial and contract management of NEC and/or JCT contracts.
- An ability to build strong working relationships with other senior staff and to be a key team player.
- Significant experience of working with professional consultants and advisers and other external stakeholders
- A proven track record in the delivery of large building projects whether in contemporary technology-enabled buildings or listed and legacy properties, for a client-side in-house estates team.
- An ability to implement high-level strategic plans, prioritise objectives and contribute effectively to the preparation of such plans.

DESIRABLE:

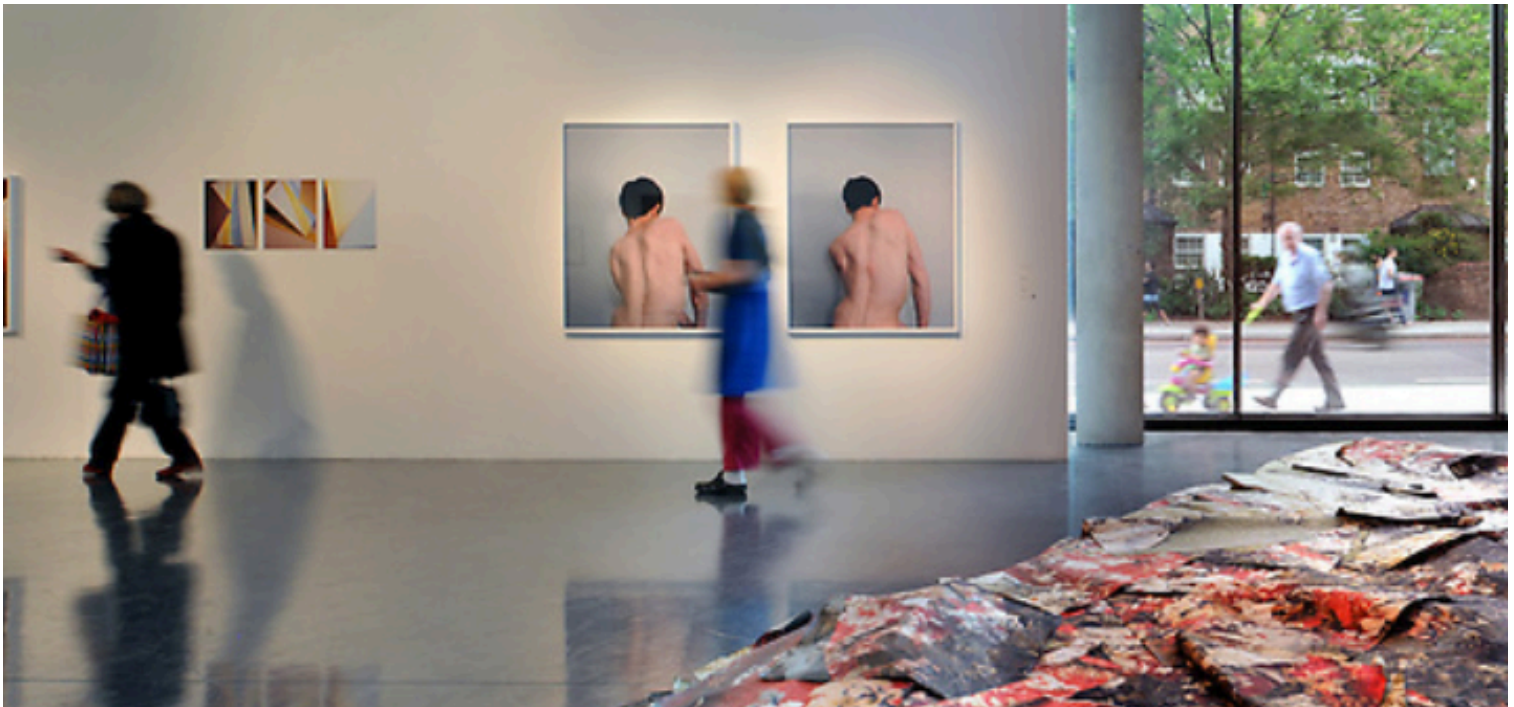
- Membership of a relevant body ideally MRICS/CIOB.
- Previous experience of working in Higher Education Sector



Pay & Benefits

Additional Information:

- Responsible to: Director of Estates Management, Development and Planning
- Full time salary: Grade 9 £53,954- £59,999 per annum including London Allowance.
- Permanent and full time 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: Kensington (with travel to other sites)/hybrid (minimum 3 days on site per week)
- Department: RCA Estates
- RCA Estates staff are generally required to be physically in attendance to contribute to operations on the three campuses during the College's normal opening hours. These hours are typically 08.00 to 22.00 weekdays, Monday to Friday, 10:00-20:00 Saturdays but these may be subject to change in line with College operating requirements.
- In order to support these hours, the post holder will be required to work to cover core normal College business hours of 09.30 to 17.30 Monday to Friday, but to expect to be flexible as the demands of the role require.
- In addition, some extended hours, late or weekend working may be required to support College functions or public events.



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.

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.