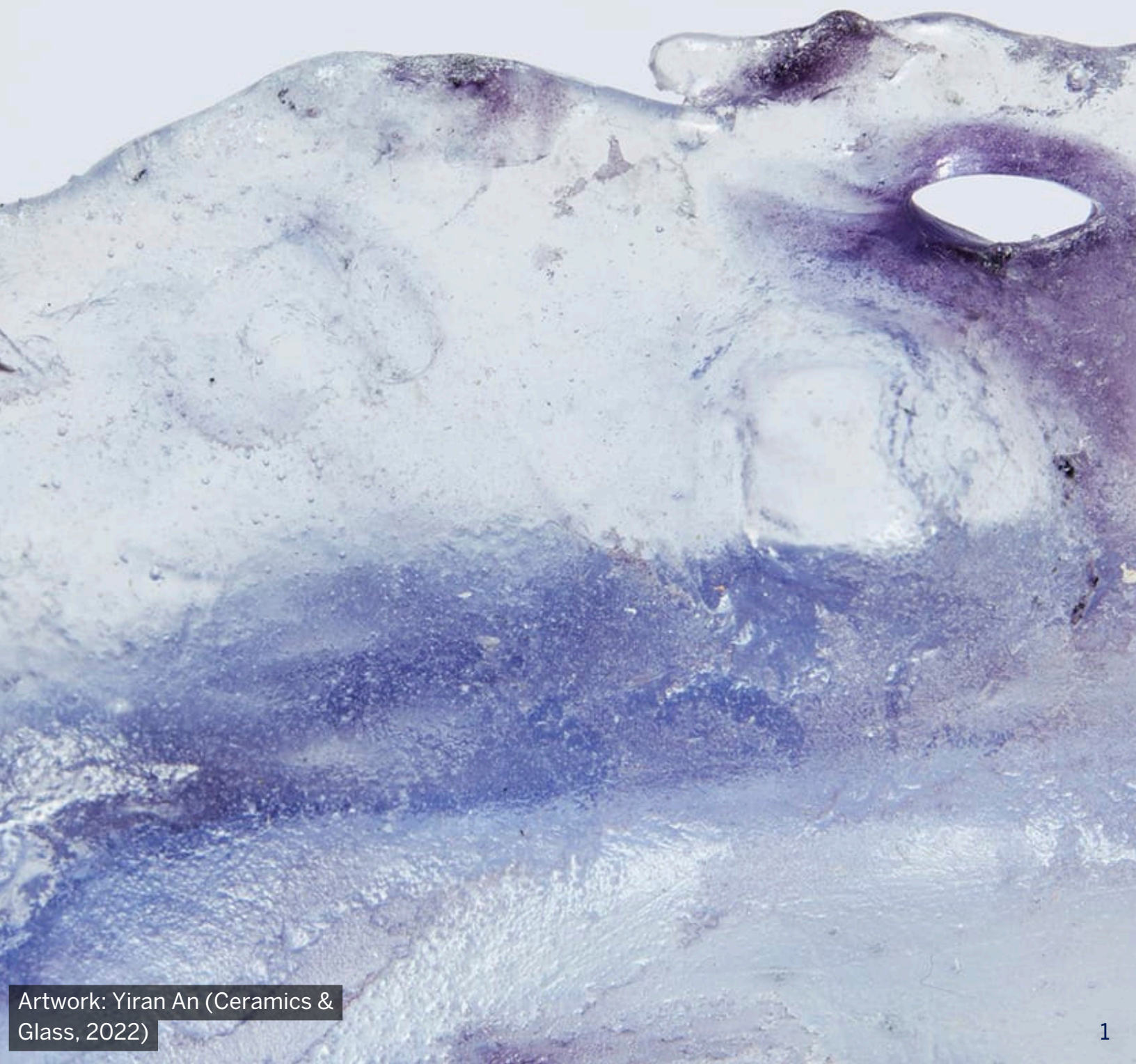


RCA

Governance Administrator (Academic) - 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.

Governance Administrator (Academic)



Photo: Richard Haughton

Purpose of the post:

Our newly formed Secretariat, led by the College Secretary, will oversee the coordination and running of Council, Senate and other senior committees. Its primary responsibility will be to promote the best standards of corporate governance throughout the College and ensure the integrity of the conduct of the College in pursuit of its strategic goals and ambitions.

The Governance Administrator (Academic) will be part of a team which delivers the day-to-day secretariat services required to support the College's academic and corporate governance committees. This post is key to effective delivery of the College's governance secretariat function. The role holder will deliver effective and professional administrative support to the Pro Vice-Chancellor Academic, as well as focusing on providing support to Senate and its key academic committees.

Main duties and responsibilities:

Academic Governance administration (0.8)

- To contribute to the implementation of College wide processes relating to academic governance.
- To support all planning, workstreams and milestones as they relate to undertakings by the PVC-A, Partnerships/Business Development and Global Engagement projects
- To offer full secretarial support for Senate and a small portfolio of PVC-led committees, as agreed with the College Secretary and Pro Vice-Chancellor Academic, including the preparation of agendas, eliciting agenda items, collating and circulating meeting documents, providing accurate meeting notes/minutes and expediting follow up actions.
- To coordinate projects that emerge from the PVC's portfolio along with those that sit within the Operating Plan of the College. This will include scheduling meetings, recording and following up on actions, updating project documents, etc.
- To analyse data to produce reports for internal and external use and as directed by the PVC Academic.
- To provide personal support to the Pro Vice-Chancellor Academic, ensuring effective day to day management of their diary, including prioritising requests, negotiating conflicting demands, scheduling meetings whilst ensuring a balance between their other duties. Prompt engagement with correspondence in all forms and always acting as an ambassador for the College Secretariat.
- To act as liaison to the College Executive Group and the College's academic leadership teams.
- To coordinate the planning of the PVC-A's local, national, and international travel arrangements, including accommodation, obtaining visas and other in-country requirements, such as arranging a concise itinerary, whilst adhering to the College's travel and expenses policies.



Photo: Richard Haughton

Main duties and responsibilities: (cont):

Governance support for the Central Secretariat (0.2)

- To provide administrative support in the preparation and running of formal Council and committee meetings, including:
 - Canvassing member availability and booking of rooms, catering and AV equipment for committee/board meetings
 - Assisting in organising ad hoc meetings and working groups established by committees
 - Assisting other members of the Secretariat with any other tasks to ensure that their committees and boards are running smoothly and efficiently
 - To provide administrative support for any governance related processes as required
- Assist in the planning of the annual cycle of meetings for Council, Exec Board and their committees
- To manage the annual Register of Interest process for Council members and senior officers, and to keep the register up to date in accordance with statutory requirements (annual)
- To provide administrative support for governance related processes



Person Specification

Qualifications, knowledge and experience

- Knowledge of office practice and familiarity with providing office support in a busy environment
- High degree of digital literacy, ability to work asynchronously and independently, using project management tools
- Experience of liaising effectively with senior executives and managers within an organisation
- Excellent minute taking skills
- Knowledge of Higher Education administration/ not for profit
- Educated to degree level (or equivalent experience)

Communication

- Experience of diary and calendar management and arranging meetings with senior stakeholders
- Strong verbal and written communication skills. Ability to liaise with Council members senior executives and staff members in a confident and professional manner
- A high degree of tact and diplomacy and understanding of confidentiality and sensitivities around information sharing
- Strong IT skills including full competency with MS Office, G-Suite (training will be provided), ability to adapt and learning new software.
- Experience of Inbox management and running liaison on task management and workflows with senior executives



Person Specification

Managing Resources

- Experience of working as a member of a team, providing assistance and cover where needed
- Innovative and flexible approach to work
- A proactive approach and ability to independently prioritise and manage workload

Work environment

- Ability to maintain confidentiality of work at all times, experience of dealing with sensitive and confidential issues
- Ability to undertake health and safety duties and responsibilities appropriate to the post
- Commitment to the College's Equity & Inclusion Policy and principles of diversity and inclusion



Pay & Benefits

Additional Information:

- Responsible to: College Secretary
- Full time salary: Grade 6 £37,936 - £42,703 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/hybrid
- Department: President and Vice-Chancellor's Office



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.