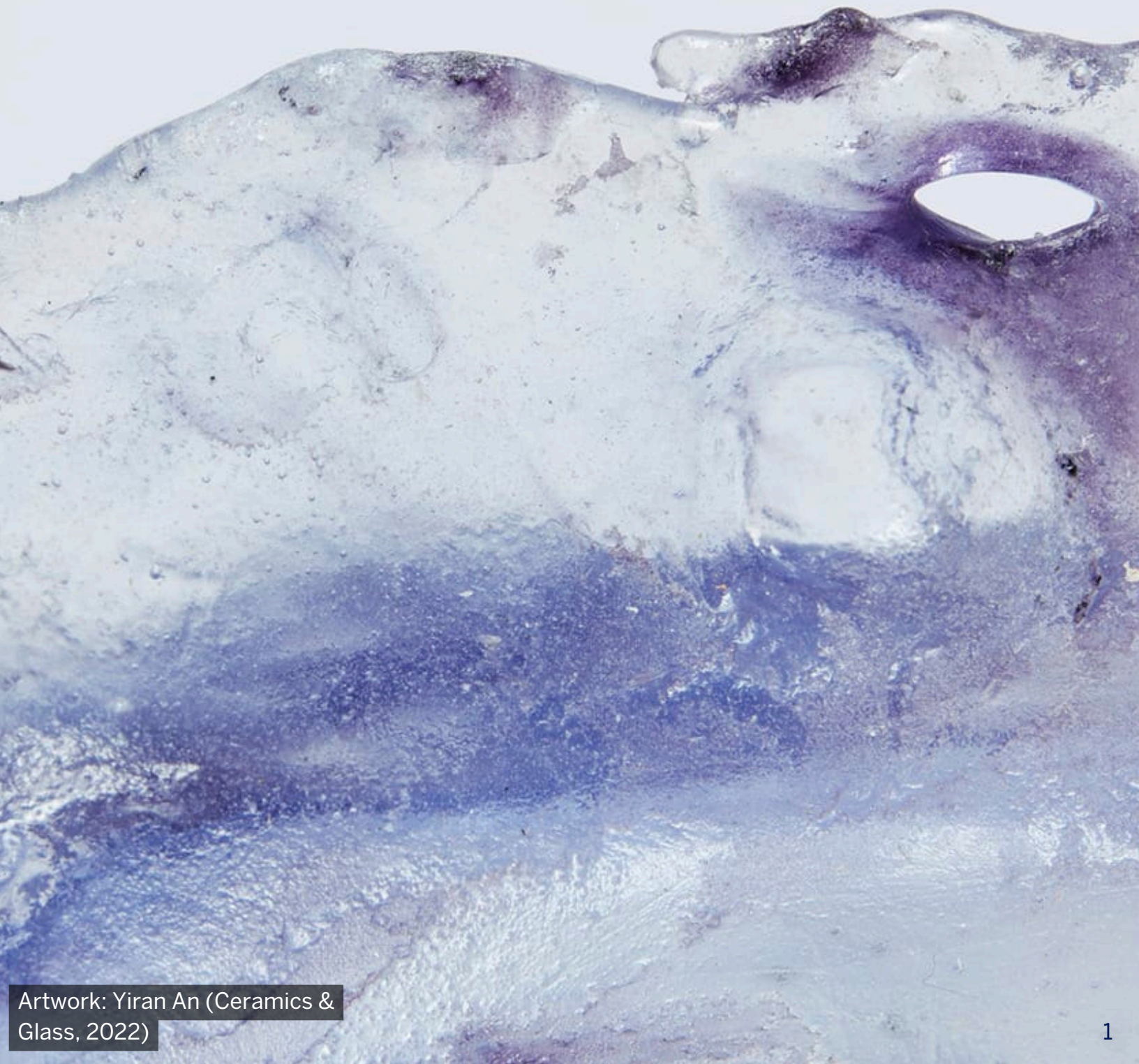


RCA

Research Student Administrator February 2025



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 & Knowledge Exchange



Photo: Richard Haughton

Research and Knowledge Exchange provides central infrastructure, expertise and support across the strategically important areas of research, knowledge exchange, executive education and research degrees. The Research Office at the RCA is led by the Pro Vice-Chancellor, Research and Innovation, who is also responsible for the RCA's Research Centres and InnovationRCA and is a member of the College's Executive Group and Senior Management Team.

The Research and Knowledge Exchange (RKE) Administrative Team provides key administrative support across the diverse areas of research development, research information management, knowledge exchange, executive education, postgraduate research (PGR) students, and the College's Doctoral Training Programme (DTP).

Research Student Administrator



Purpose of the post

To support the delivery, coordination, organisation and administration of RCA Doctoral Research Programmes, and lead on the administration of the Doctoral Training Programmes, Research Biennale, doctoral supervisor, chair and examiner training, and related PGR events. To support the Research & Knowledge Exchange (RKE) General Manager, and Head of Doctoral Programmes in pursuit of excellent standards of postgraduate education and an unrivalled student experience. The role will span all elements of administration and coordination, including work on registration change requests, leave of absence, Viva exam planning, student records, and forum and events planning.

Whilst the role leads on the Doctoral Training Programme (DTP) and related events and will be managed by the RKE General Manager. The role works closely with two other Research Student Administrators, sharing tasks and processes. emphasis is placed on teamwork with colleagues across the RKE team according to the demands of fluctuating workloads and priorities.

Main Duties and Responsibilities

Student Administration

- Lead the coordination and planning for the Doctoral Training Programme (DTP) intensive weeks (one per academic term).
- Lead the coordination and planning for the PGR Student Led Research Biennale, held every two years.
- Lead the coordination of PGR Socials and Organise Supervisor, Viva Exam Chair and Examiner training.
- Be responsible for monitoring and recording student attendance at DTP, Biennale and other relevant events.
- Be the first point of contact and respond promptly and constructively to a range of queries by email and in person from PGR students, academic and professional service staff and external contacts about PGR related issues and DTP / Biennale etc.
- Work alongside colleagues in the RKE Office, Registry and the Schools and Research Centres to administer all central aspects of PGR student admissions, funding, academic progression and assessment.
- Ensure all relevant data and information is updated in the student records in a timely fashion, in compliance with the College's data security and records management policies and processes.
- Liaise constructively with the Student Support team and Schools/Research Centres to coordinate information about students with inclusion plans and other particular needs, with due respect for confidentiality and in compliance with the College's EDI policy.
- Provide all other necessary administrative support, including updating the programme handbook, student records, information on the intranet and VLE, booking Guest Lecturers, making travel arrangements and room bookings, and managing local finances to ensure the smooth running of the programme.
- Develop a good understanding of Studentships Administration and assist with this work where necessary.



Main Duties and Responsibilities (cont):

Finance and Record Keeping

- Monitor and update budgets for the Doctoral Training Programme, PGR Socials, Research Biennale and PGR training.
- Financial administration will include tracking expenditure, ordering supplies and equipment and processing expense claims.
- Administer the engagement and payment of Guest Lecturers and External Examiners.
- Raise purchase orders and manage programme financial activities using Unit4.
- Contribute as required by Research Information Manager and the Head of Doctoral Programmes to the collation of data for external and internal reports.



Photo: Richard Houghton

Main Duties and Responsibilities (cont):

General Administration

- Coordinate content development for the relevant sections of the RCA website and internal intranet, maintaining content accuracy and accessibility.
- Be responsible for meeting room configuration and set-up including ensuring AV equipment is working and setting up Zoom calls and webinars and proactively liaising with ILTS where appropriate.
- Make and manage room booking through the RCA's timetabling system (CELCAT).
- Be proactively in identifying and suggesting improvements to administrative and communication processes.
- Develop and maintain effective working relationships with administrative, academic and professional service staff at all levels across the College
- Demonstrate a professional and proactive approach to work, and to working with people, at all times.
- Provide support and cover for other Administrators in the team as required.
- Work collaboratively with RKE Administrators to ensure all aspects of student administration is delivered to a high standard.
- Assume any other administrative tasks and responsibilities as requested by the Research and Knowledge Exchange General Manager.



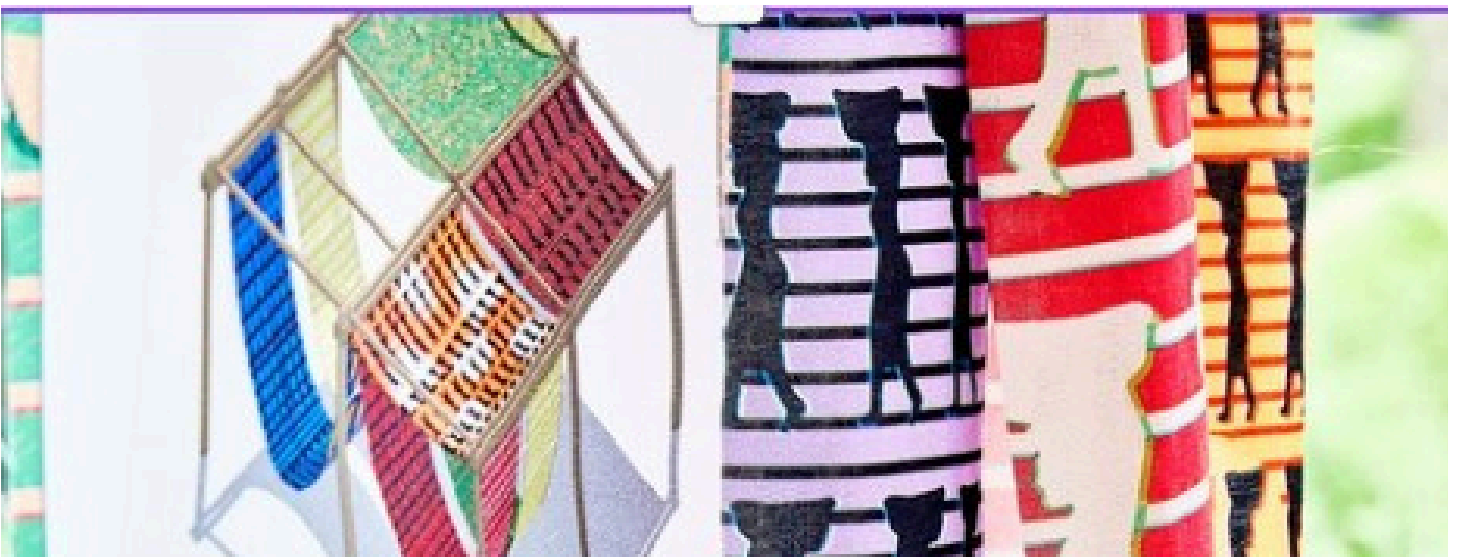
Person Specification

Essential characteristics of the postholder:

- Educated to degree level or equivalent professional experience.
- Relevant experience of working in higher education and Doctoral Programmes administration.
- Administrative experience of working in a busy customer focused environment with the ability to deal with a variety of students and education related issues with tact and sensitivity.
- High level of accuracy and attention to detail.
- Ability to manage and prioritise a heavy workload whilst retaining excellent customer service standards.
- Excellent organisational and problem-solving skills.
- Naturally collaborative, with the ability 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 around managing, protecting and re-using information, including information security best practice and data protection principles.
- Excellent communication skills with people at all levels and with people from a diverse range of backgrounds and levels of seniority.

Desirable characteristics of the postholder:

- A project management qualification or equivalent professional experience.
- An interest and enthusiasm for contemporary art, design and culture
- Experience of college systems and software – Financial (Agresso), HR/Payroll (iTrent), time-tabling software (CELCAT) and student software/database



Pay & Benefits

Additional Information:

- Responsible to: RKE General Manager
- Full time salary: Grade 6 £37,936 - £42,703 per annum including London Allowance.
- Fixed term until March 2026 and full time role. This role is covering the secondment of the substantive post holder who is covering maternity leave (therefore the role could end sooner than expected is the post holder returns earlier than expected to the role.)
- 27 days annual leave plus extended breaks at Christmas and Easter, at the discretion of the College Pro rata for part time employees.
- A contributory defined benefit pension scheme and interest-free season ticket loan are available, along with many other benefits.
- Location: Battersea/Hybrid
- Department: Research & Innovation



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.