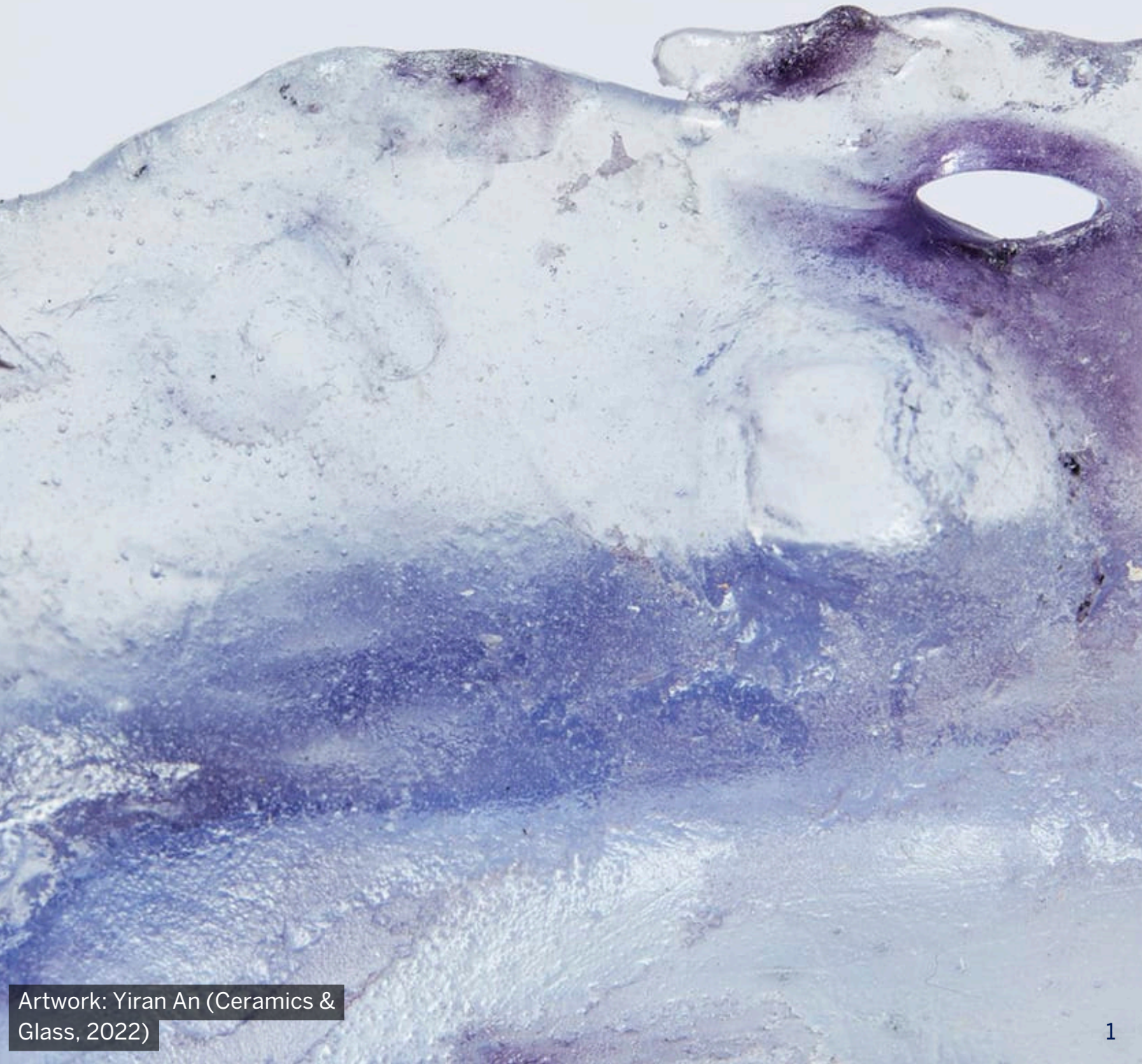


# RCA

## Fire Safety Advisor

### March 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:



## 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.



# Fire Safety Advisor



Photo: Richard Haughton

## Purpose of the post

This part time post is to provide competent fire safety advice across 3 College campuses and occasional external sites. You will develop and maintain fire safety strategies and plans across the College in line with HSW policy and associated procedures.



Photo: Richard Haughton

## Main Duties and Responsibilities

- Providing advice and guidance to staff and students to ensure that the College meets its legal, moral and financial duties in terms of fire safety matters and fire risk reduction.
- To provide effective fire safety support to the College and Health and Safety Team
- Supporting the Head of Risk Resilience & Safety in developing a Fire Safety Strategy for the College.

Developing and Fire Safety and Awareness training.

Writing fire safety compliance reports for the College's Executive Board, including lessons learnt from public inquiries, incidents etc.

- Developing site specific fire safety management system
- Leading on investigations of all fire safety incidents To provide advice and support on fire safety risks to staff, students and contractors across the College.
- Carry out fire audits and inspections across all College Buildings
- Advising on the development of the College Fire Safety Policy and Incident Response procedures.
- Developing and maintaining fire evacuation plans for College Buildings
- Managing and reporting on termly fire drills, Advise College Technical Services staff on Fire Safety and DSEAR risk assessments.
- Developing Fire Safety advice and guidance to be published on the College Intranet pages.
- Liaising with the Deputy Director of Estates to review existing fire risk assessments for College Buildings and assisting with remedial actions.
- Providing advice and assistance to the Estates Compliance Operations Manager on Fire Safety Engineering and Protection Systems.
- Advise and liaise with the Estates Head of Project Management on Building Fire Safety Strategies and compliance with Building Regulations requirements.
- Advise on fire safety for external venues used by the College for events and exhibitions.
- Liaise with the LFB and other external stakeholders on fire safety audits and inspections.



# Person Specification

## Characteristics of the Post Holder

### Essential:

- A Diploma level qualification or equivalent, along with membership in a relevant professional body such as IFE or IFSM.
- A robust understanding of legislation and standards related to Fire Safety including The Regulatory Reform (Fire Safety) Order, British Standards and Approved Document B.
- Ability to manage and prioritise their workload whilst maintaining deadlines
- Experience of developing and delivering fire safety training.
- Experience of developing Fire Safety advice and guidance.
- Experience in managing fire safety across multiple sites with complex activities
- Experience with DSEAR Risk Assessment.
- Excellent interpersonal skills, including the ability to communicate effectively, both orally and in writing.
- Demonstrable team working skills combined with the ability to work on one's own initiative.
- Excellent organisational, time management and planning skills with the ability to prioritise as appropriate
- Demonstrable commitment to diversity and equality of opportunity with the ability to work harmoniously with colleagues and students of all cultures and backgrounds

### Desirable characteristics of the postholder

- Experience in the HE sector

# Pay & Benefits



Photo: Philip Vale

## Additional Information:

- Location Kensington, London
- Salary G8 from £48,832 per annum pro rata
- This post is 0.8FTE
- 27 days annual leave plus extended breaks at Christmas and Easter pro-rata
- A contributory defined benefit pensionscheme and interestfree season ticketloan are available
- The successful candidate will be required to work at our Kensington campus, and across the RCA's other London sites (White City and Battersea) as necessary and reasonably requested.



### 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 shared parental pay

Qualifying employees are entitled to enhanced shared parental pay: up to 24 weeks' paid at the full rate of the employee's normal pay (only in the first 26 weeks following the start of maternity/adoption leave), followed by 13 weeks Statutory Shared Parental Pay. This compares to the statutory provision of up to 37 weeks paid at the statutory rate or 90% of average weekly earnings, whichever is lower.

### 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.