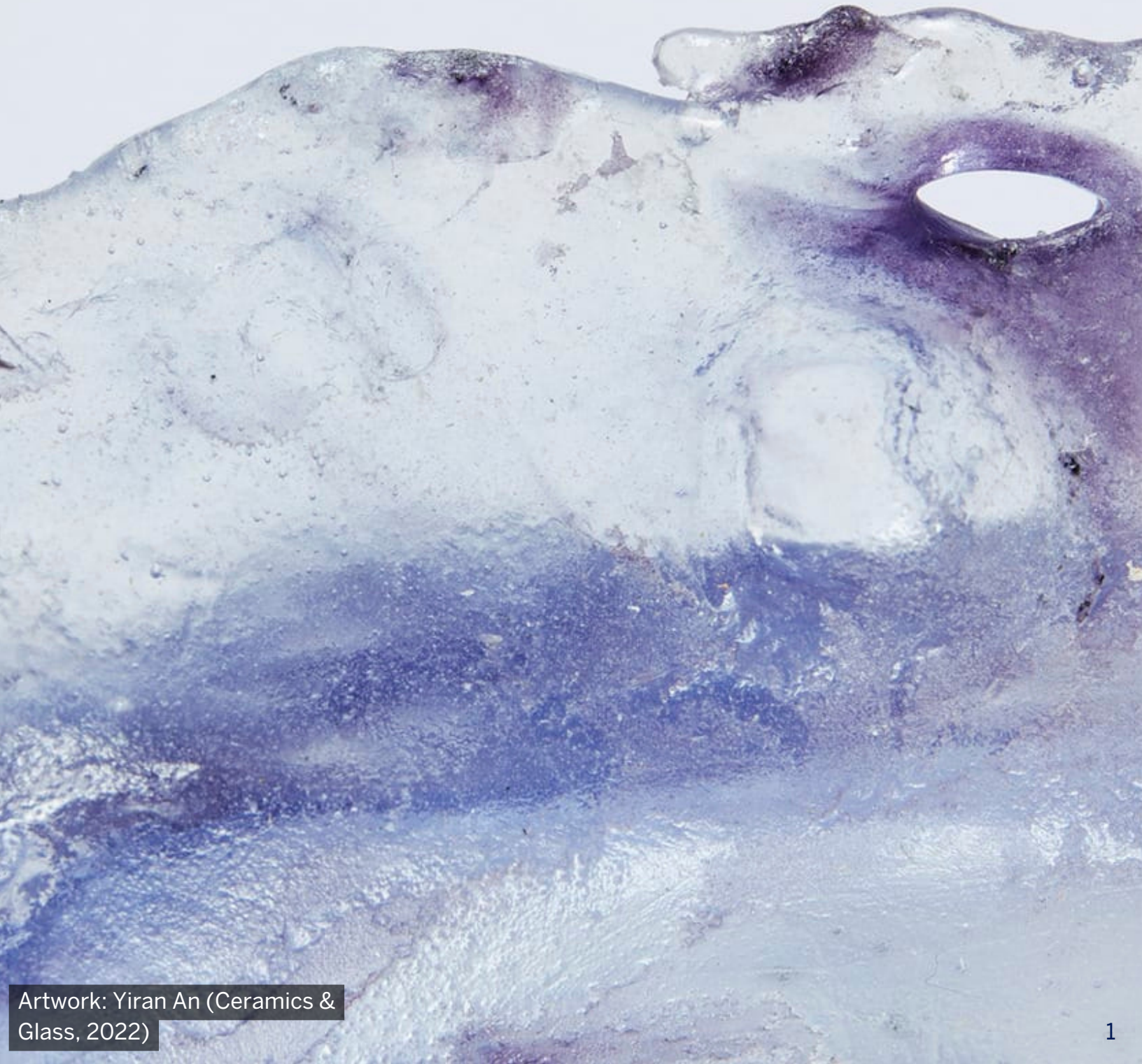


RCA

Timetabling Manager

November 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 eleven consecutive years, according to the QS World University Rankings by Subject 2025 – 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.

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. 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 management of the RCA's estate and buildings, including delivery of day-to-day facilities management services and of capital projects & refurbishments.

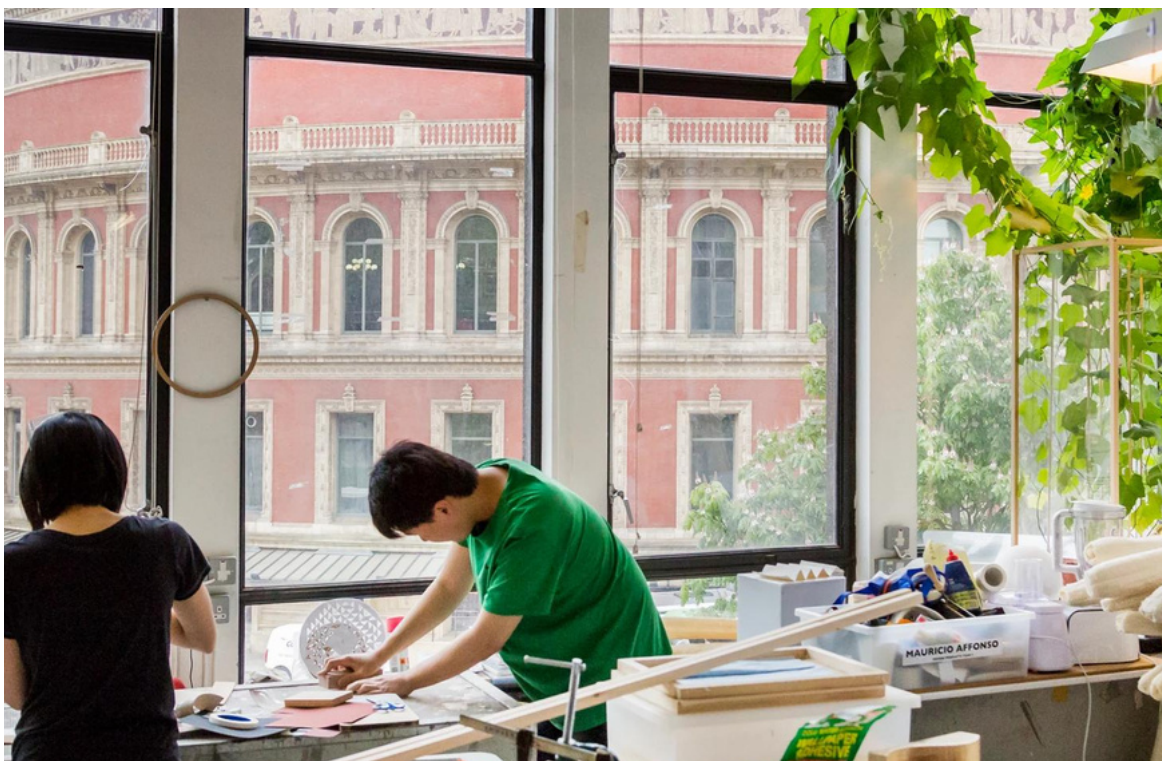
- The RCA Estates portfolio is focused in support of the key Service Lines the directorate provides to the wider College community, via three distinct internal divisions:
- Estate Development: Strategic Projects, property management, project management and space & moves management.
- Estate Operations: Compliance, maintenance, energy management & sustainability, facilities soft services management (including catering, cleaning & security) and small works.
- Estate Services: Facilities duty management, front of house & reception services, courier/post, event support and helpdesk.



Job Purpose

The Timetabling Manager is the lead for the delivery of all academic timetabling across the RCA. Working within a specialist creative arts environment, the role requires a sensitive and flexible approach to scheduling studio-based, workshop, and seminar activity—balancing academic delivery needs with the constraints of space and specialist resources.

You will work collaboratively with academic, technical, research and administrative colleagues to develop strategies to enhance the timetabling and room booking operations, which ensure that students and staff receive accurate and timely timetables.



Key Responsibilities

Leadership

- To lead, manage and develop the central timetabling team, proactively managing the workload and ensuring the smooth operation of the service to agreed KPI's.
- Lead on implementing change management processes to centralise and transform timetabling in line with the College's strategic objectives.
- Chair college timetabling meetings, setting agendas and following up on actions.

Academic Timetabling

- Lead the delivery of all teaching timetables across the college, ensuring alignment with curriculum structures and delivery models (e.g. studio teaching, tutorials, critiques, workshops).
- Develop an annual cycle of timetable requirements to ensure a timely process for information gathering, preparation and publication.
- Build and maintain the academic timetable using the College's scheduling software (CELCAT), ensuring data is accurate and published in a timely manner.
- Work with academic, research and professional service colleagues to resolve scheduling conflicts, taking into account specialist space constraints, technician availability, and visiting lecturers.
- Ensure timetable information is effectively communicated to students and staff via the College's digital platforms.



Photo: Richard Haughton

Space and Resource Planning

- Manage the use of shared teaching spaces across multiple sites, supporting equitable access for all Schools and resolving conflicting bookings in line with timetabling policies.
- Support the scheduling of specialist spaces (e.g. studios, workshops, AV rooms), working closely with Estates and Technical Services.
- Work with the Events and Exhibitions Feasibility Group to manage room bookings for agreed functions across the college.

Data Management and Reporting

- Collect and provide detailed analysis of data around timetabling functions related to teaching delivery, space utilisation, and staff workload.
- Have a high level technical knowledge of timetabling software (Celcat) and testing systems, and working in collaboration with IT Services, ensure the smooth operation of timetabling software systems and integrations.

Stakeholder Engagement

- Act as a key point of contact for timetable-related queries from Programme Administrators, academic staff, and students.
- Develop and maintain strong working relationships with a range of stakeholders, including Technical Services, Estates, and the Digital Delivery team.
- Provide support and guidance to users on timetabling policy, process, and system usage, running training sessions for colleagues as required.

Continuous Improvement

- Continuously review processes to maximise the functionality of the timetabling system, implementing upgrade and improvements as necessary based on benefits, costs and risk.
- Keep up to date with best practice and trends around timetabling, presenting any learning relevant to the RCA at the estates management committee and other stakeholders as required.
- Drive the ongoing development of the College's timetabling processes, ensuring they are inclusive, efficient, and aligned with the creative practices of each School.
- Work with the current timetabling software provider to influence the development of product functionality and features in line with the College's aims.

Person Specification

Essential

- Experience of managing academic timetabling, scheduling, or operations within a higher education environment.
- Experience of developing services to deliver change and improvements in a timetabling service.
- Ability to lead and inspire staff, working as an effective leader in a cross-service team.
- Effective IT skills/knowledge in the use of specialist software/applications
- Strong organisational skills with the ability to manage complex data, competing priorities, and tight deadlines.
- Awareness of the challenges and nuances of delivering studio-based or practice-led teaching.
- Excellent interpersonal and communication skills, with a collaborative, service-oriented approach.
- Experience using timetabling systems and proficiency in Google workspace.
- Ability to work across multiple campuses and engage with a diverse academic community.

Desirable

- Experience of using Celcat software.
- Experience in a creative arts or design-led institution.
- An understanding of space planning or room management in a studio/workshop context.
- Experience of delivering training.
- Sensitivity to the needs of postgraduate students.



Photo: Iwan Baan

Pay & Benefits

Additional Information:

- Responsible to: Deputy Director of Estates
- Full time salary: Grade 8 - £49,533 - £53,609 per annum including London Allowance
- 1FTE - 35 hours per week and permanent
- 30 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 alongside many other benefits
- Location: All 3 sites
- Department: Estates

Working Relationships

- Programme Administrators and School General Managers
- Deans, Heads of Programme, Senior Tutors and Tutors.
- Student Success and Experience
- Estates and Technical Services
- Technology
- Students and Student Union Representatives



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

30 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





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

QS World University Rankings
by Subject 2015-25

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