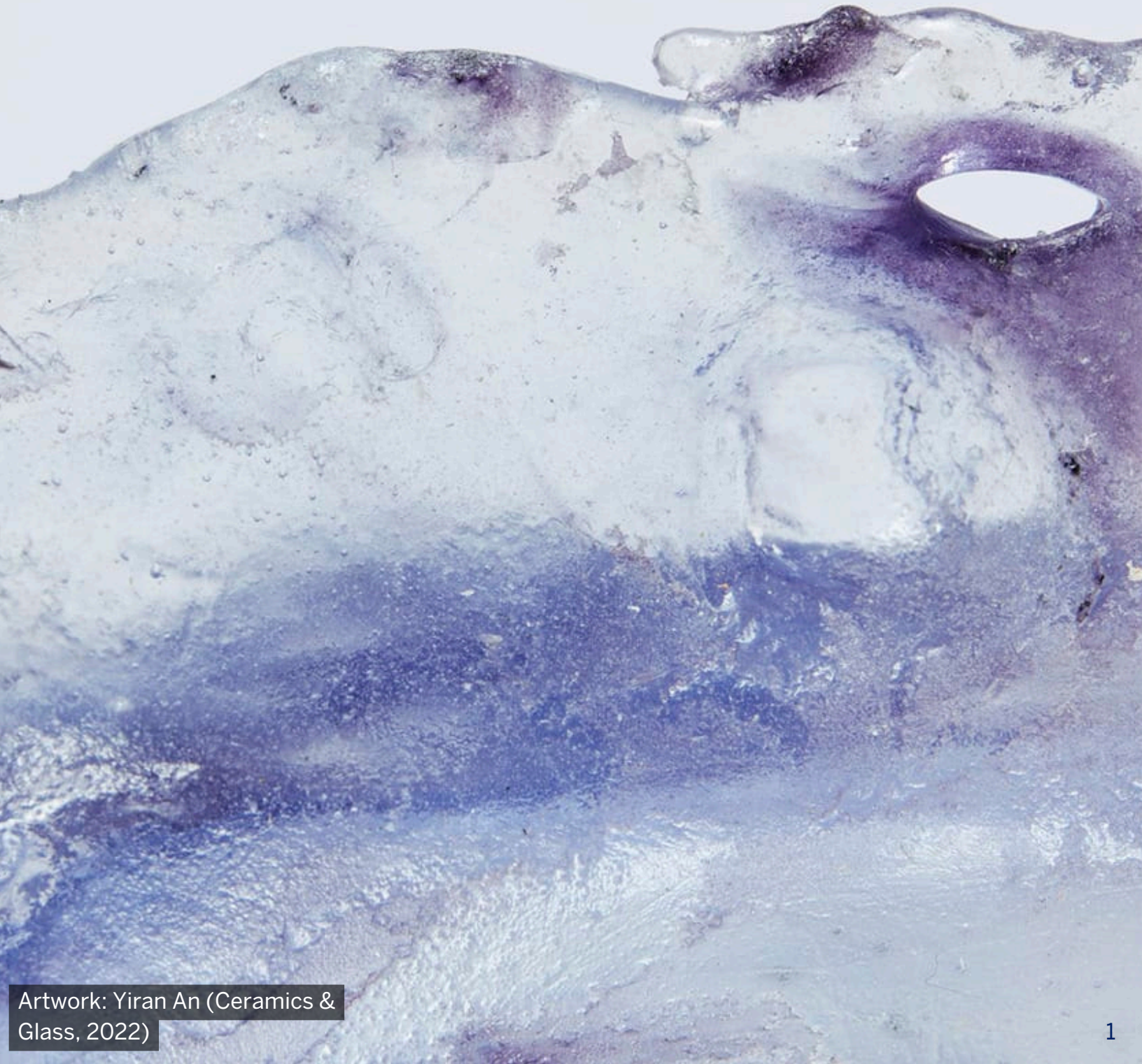
RCA

# Research Information Officer November 2026



Artwork: Yiran An (Ceramics & Glass, 2022)

# CONTENTS



Photo: Richard Haughton


| | |
|---|---|
| 3 | **About RCA** |
| 4 | **Our Strategy** |
| 5 | **Our People** |
| 8 | **Our Values** |
| 9 | **About the Role** |
| 12 | **Person Specification** |
| 14 | **Pay and Benefits** |

# WELCOME TO THE RCA



Photo: Iwan Baan

Founded in 1837, the Royal College of Art is the world's largest postgraduate-only community of art and design students. It has been ranked number one in the world 12 consecutive years (QS World University Rankings by Subject 2015-2026).

Studying at the RCA is the starting point for UK and global creative leaders. With more than 30,000 RCA alumni all over the world, the College's graduates form a diverse international network of artists, designers, creators and innovators.

Around 2,500 students are spread across three schools – Architecture, Arts & Humanities, Communication & Design - and in the RCA's Research Centres. The College creates an environment that champions exploration, collaboration and interdisciplinary learning - using art and design to reframe the possibilities of the humanities, technology, and ethics; and equipping graduates for new futures and opportunities

Research is at the heart of the RCA's impact. In active discussion with the world, the College brings interdisciplinary researchers and partners together in vital areas such as climate and sustainability, technology and society, and leads the field in practice-based research. As a result, the RCA is ranked as one of the most research-intensive specialist art and design universities in the UK [under the Research Excellence Framework 2014 and 2021].



Photo: Richard Haughton

The RCA champions exploration, collaboration and interdisciplinary learning - using art and design to reframe the possibilities of the humanities, technology, and ethics. We experiment, question and discover, putting research and practice at our heart, to equip students for new futures and opportunities and build on current knowledge.

Current ‘real world’ practices of our disciplines are fully integrated into our teaching delivery and student learning. The RCA model also consciously uses both the high research active levels of faculty, and the absence of undergraduate provision, to provide concentration and focus, in order to use research to creatively ‘disrupt’ the learning experience.

# Our People




Photo: Richard Haughton

The strength of the RCA lies in its people: our students, academic community, researchers, technical specialists, professional services teams and our global network of alumni and partners.

The RCA's Chancellor is Sir Jony Ive, one of the world's most influential designers. The Pro-Chancellor and Chair of Council is Sir Peter Bazalgette, and the President & Vice-Chancellor — the College's Chief Executive — is Professor Christoph Lindner, who joined the RCA in 2024.

The RCA's academic faculty bring world-leading expertise and industry knowledge to the College's model of teaching. All faculty are actively engaged in their relevant industries and professional practice beyond academia, and the RCA is the only specialist art and design university where all of our permanent academic staff are also research active and included in the RCA's submissions to the UK Research Excellence Framework.

The RCA has a total academic and research workforce of over 400 people, which includes Associate Lecturers, Visiting Professors and Guest Lecturers who bring 'live industry' experience into the taught curriculum

The RCA also employs a team of over 100 highly skilled technicians, many of whom themselves have postgraduate qualifications and are well established and recognised practitioners in their fields of specialism.  Our skilled technical staff and technical resources are integral to delivering an interdisciplinary approach which is a key part of the student experience.



OUR STRATEGIC DIRECTION: TOWARDS THE RCA AT 200 (2026–2030)

The RCA's new Strategic Plan sets out a transformational five-year phase as we begin our journey towards our bicentenary in 2037. Our ambition is to become the world's most influential art and design community, with a global footprint and a renewed approach to research, education, partnerships and organisational culture.

By 2030:

- The College will operate across two revitalised central London campuses, including a reimagined Darwin Building at Kensington.
- We will establish research and education hubs outside the UK for the first time.
- We will strengthen our global partnerships, increase access to scholarships and widen participation for students from all backgrounds.
- We will be recognised for leadership in emerging creative technologies, especially AI, and for our contribution to sustainability, regenerative practice and public good.

Our work is underpinned by the RCA's four values — Collaboration, Curiosity, Inclusion and Integrity — and by commitments to long-term resilience, financial sustainability, staff and student wellbeing, and a culture where creativity and innovation thrive.



The College's ambitions will be delivered through three Strategic Pillars:

Strategic Pillar One
Creating and delivering the best art and design education, dialogue and research.

Strategic Pillar Two
Championing a community with outstanding potential who are diverse, inclusive and connected.

Strategic Pillar Three
Convening transformational exchanges of art and design expertise and ideas.

# 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.

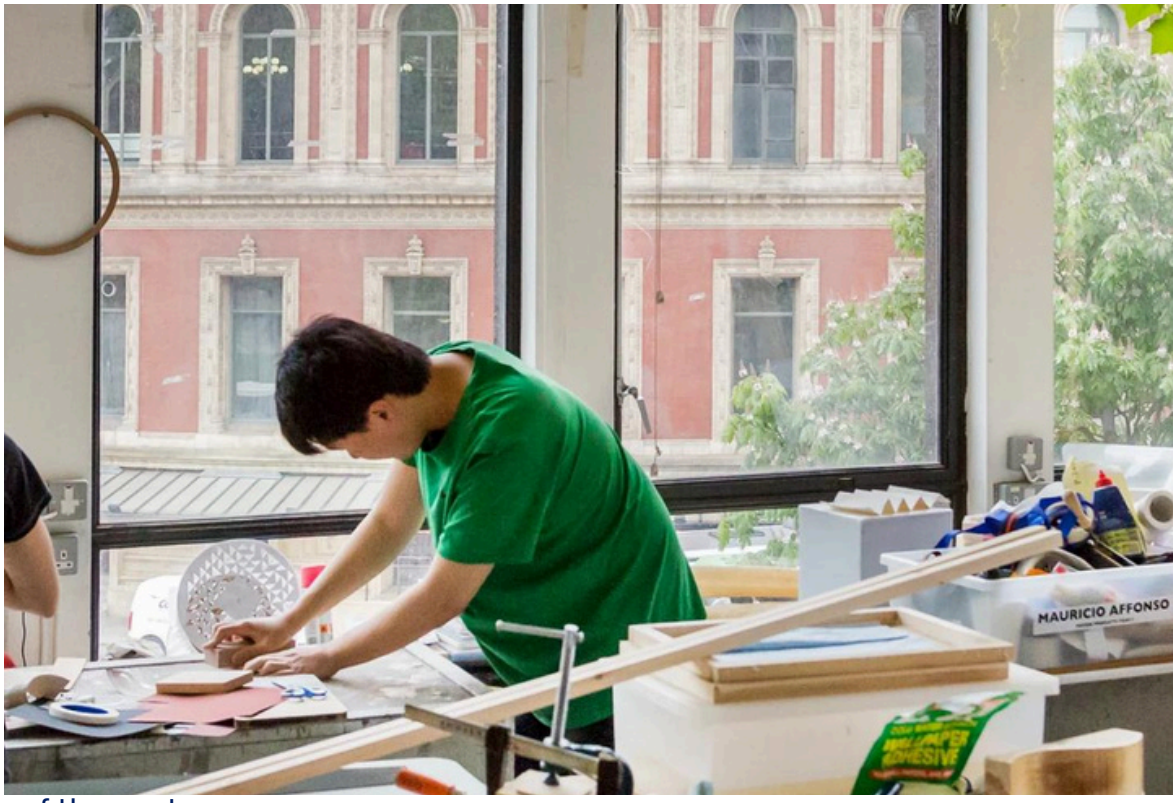
# Research & Knowledge Exchange



Research & Knowledge Exchange

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

# Research Information Officer




Purpose of the post:

This post will support the Research Information Manager with research and knowledge exchange data responsibilities, while also taking ownership of project streams supporting the rollout and maintenance of the new Pure research information system. The role plays a key part in ensuring that information about the College's research and innovation is accurate and accessible, and effectively reported to internal and external stakeholders in order to maximise opportunities for research, funding, innovation and impact.

The post-holder will assist in collating, presenting, analysing and advising on data from internal and external systems and sources in order to inform the monitoring and benchmarking of research, knowledge exchange and innovation strategies and activities at the RCA; and to ensure data is gathered effectively for RKEI reporting to College committees as required, and to external funding bodies, in particular the Higher Education Business and Community Interactions (HE-BCI) Survey and the Research Excellence Framework (REF2029).

Based in the Research & Innovation directorate, and reporting to the Research Information Manager, the post-holder will be required to liaise with the Pro Vice Chancellor of Research & Innovation, the Head of Research Development, and staff across the College, including academic and administrative staff in the Schools and research centres, and professional services staff including in the Vice Chancellor's Office, Finance, HR, and Information, Library & Technical Services as needed to deliver regular RKE reporting and to advise on data and reporting policy ahead of HE-BCI and REF.

# Main Duties and Responsibilities

Main Duties & Responsibilities:

- Maintain processes for the regular and systematic collection and reporting by staff in Schools and research centres of relevant information and data relating to research, knowledge exchange, executive education, enterprise and innovation, and research student income and activity.
- Prepare regular reports, analysis and summaries of data on staff research and researchers, postgraduate research and researchers, KE and innovation activity, and all related income, for presentation at College committees including the RCA Council, Senate, Executive Board, Research & Innovation Committee and other ad hoc requests.
- Be responsible for maintaining up-to-date data from the Pure system on research, KE and Executive Education proposals submitted and funding awarded; liaise with the Pro Vice Chancellor of Research & Innovation and with the relevant Committee secretaries about RKE data reporting requirements for specific meetings; and ensure the Pro Vice Chancellor of Research & innovation is briefed in advance of presenting RKE data.
- Support statutory reporting requirements for research and knowledge exchange funding and activities, including HEB-CI, HESA and REF.
- Assist in responding promptly and accurately to other ad hoc requests for data and reports, both from internal sources (including the Pro Vice Chancellor of Research & Innovation and the Vice Chancellor) and from funders and other external organisations, as required.
- Support the ongoing maintenance of the Pure research information system, and the roll out of new functionality.
- Represent the Research and Innovation team at meetings as required, and act as Secretary to any relevant College committees as required.



# Person Specification

Essential:

- A degree or equivalent professional qualification.
- Up-to-date knowledge of the UK and international research and HE funding environment.
- High level of digital literacy and IT skills including productivity suites (Microsoft Office, Google for work, Web/Internet use and relevant databases).
- Advanced skills in Excel.
- Experience of using a Research Information System, or similar database.
- Highly numerate, with a structured and methodical approach to problem-solving and analysis.
- Strong skills in data analysis, interpretation and visualisation, with an ability to evaluate data or information from a variety of different sources, provide recommendations on findings and use data to inform strategy and policy.
- Excellent and confident interpersonal and communication (written and verbal) skills, particularly with communicating complex concepts and data both to colleagues with minimal familiarity with reporting requirements and to the most senior staff in the institution.
- Resilience and an ability to influence to secure engagement and compliance with reporting requirements
- Proven ability to work and communicate clearly, concisely and professionally with staff at all levels of seniority, including research and professional-service staff and external funders, government and HEIs.
- Excellent organisation, coordination and time management skills with proven ability to prioritise workloads, and to plan and implement activities to meet tight deadlines with minimal supervision while delivering a high degree of accuracy.
- Proven initiative and judgement to resolve problems independently and innovatively.
- Understanding of standards around managing, protecting and re-using information, including information security best practice and data management and protection principles.
- The ability to work effectively as part of a team.



Desirable

- A postgraduate degree or equivalent qualification.
- Detailed and up-to-date knowledge and understanding of the research reporting requirements for UK universities
- Experience of analysing, managing and reporting research data for REF, HEB-CI and HESA returns.
- Experience of using the Pure Research Information System.
- Experience of using standard UK research funder databases and reporting systems (e.g. Je-S, HESA).
- Experience of writing reports and creating and analysing management reports.



# Pay & Benefits

Additional Information:

- Full time salary - Grade 7: £45,638 - £50,575 per annum including London Allowance
- 0.6FTE (21 hours per week and permanent)
- Research & Innovation
- 30 days annual leave plus extended breaks at Christmas and Easter. 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: Battersea, London/Hybrid
- Responsible to: Research Information Manager

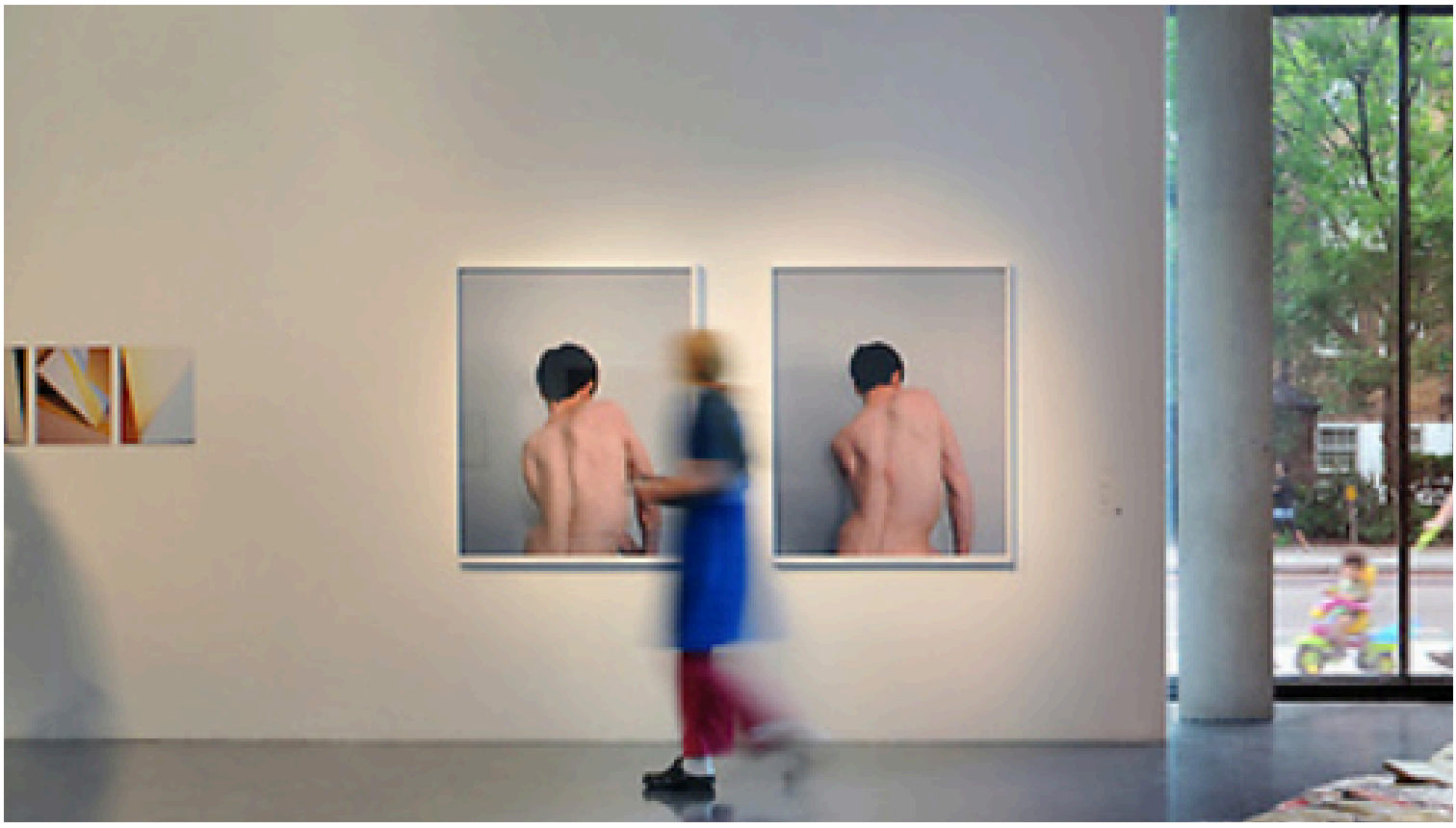


Photo: Philip Vale

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


1
12 YEARS as the world's
N°1 University for Art & Design
QS World University Rankings by Subject 2015–26