

ROYAL COLLEGE OF ART

JOB DESCRIPTION

Post:	Head of Programme, MRes, and Critical and Historical Studies Coordinator
School:	Research, Knowledge Exchange & Innovation
FTE:	1.0 Permanent
Responsible to:	Head of Research Programmes
Location:	Kensington, Battersea & White City

The Royal College of Art is the only entirely postgraduate institution of university status devoted to research and knowledge exchange, teaching and practice in art, design, communication and humanities. For 2017/18 the College will have around 2100 students registered for MA, MRes, MPhil and PhD degrees, and a total of approximately 400 staff, both full-time and part-time. There are in excess of 240 research students, supported by a team of more than 100 tutors and supervisors.

The College is located on three sites in Central London, in South Kensington, Battersea and White City. The campus in South Kensington includes among its neighbours Imperial College London, the Victoria & Albert Museum, the Royal College of Music, the Natural History Museum and the National Museum of Science and Industry.

The Battersea Campus, which hosts the School of Fine Art, the Helen Hamlyn Centre for Design, and InnovationRCA, the RCA's graduate start-up incubator, in purpose-designed new studios and workshops, is expanding rapidly. In March 2016, the Chancellor of the Exchequer announced an unprecedented £54million grant to the RCA to support a major expansion of its Battersea South site with the creation of a flagship new £108million innovation campus, housing four new research centres (in computer science, material science, drawing and intelligent mobility), alongside two knowledge exchange labs in advanced modelling and manufacturing, and in 2D and 3D visualisation.

The White City campus opening in September 2017, is situated in the regenerated BBC headquarters and in close proximity to Imperial College London's new state-of-the-art campus, it forms part of London's newest research and creative quarter.

The College has an august history in art and design education, with numerous eminent graduates and a remarkable record of graduate employment. The REF2014 results cemented the RCA's position as the UK's leading university of art and design, with its research gaining more 4* (world-leading) ratings than any of its specialist competitors, and the College ranked as the most research intensive art and design institution in the UK. The College's Strategic Plan 2016-21 sets out a programme of continued strategic

development with the establishment of a number of high-profile research centres and knowledge exchange labs, building on the success of the RCA's HEFCE-funded HELIX centre for healthcare and design, in collaboration with Imperial College London, and its AHRC-funded knowledge exchange hub, the Creative Exchange, in partnership with Lancaster and Newcastle universities.

Research and Knowledge Exchange and Innovation

Research, Knowledge Exchange and Innovation (RKEI) at the RCA is led by the Director of Research and Innovation, a member of the College's Senior Management Team (SMT), who is also responsible for the RCA's Helen Hamlyn Centre for Design, the graduate start-up incubator InnovationRCA, the HELIX centre, the Intelligent Mobility Design Centre, and a number of planned new interdisciplinary research centres focussing on material science, computer science and robotics. The Research & Innovation office provides central infrastructure, expertise and support across three strategically important areas: research; knowledge exchange; and research degrees. These three areas are led by the Head of Research Development, the Head of Knowledge Exchange and the Head of Research Programmes, reporting to the Director.

Purpose of the Post

This is a new post that focuses upon research skills and development as vital tools in art and design education for postgraduate study within the RCA. The role has two principle responsibilities: to lead the College's interdisciplinary MRes programme, across the RCA's four schools; and to coordinate the College's subject specialist CHS team who work across the schools to develop critical and historical knowledge, and support MA students in the research and production of their dissertation.

The post extends our commitment to, and expertise in, interdisciplinary art & design education and research within this context. As part of the Research, Knowledge Exchange and Innovation Team, the postholder will contribute to the College's strategic aim to advance art and design education and support graduates who will become leaders within their field, both as researchers and innovators. Both the MRes and CHS programmes have at their core the need to develop robust and creative methods for approaching postgraduate art and design study within a contemporary context, that recognises rich histories while remaining able to adapt and change.

The successful candidate will be committed to maintaining and enhancing the vision and ethos of both the CHS units and the MRes RCA programme, while also being able to lead evolution within the RCA's academic framework, and changing external contexts. They will lead and shape the curriculum development and delivery of these two programmes of study, co-ordinate the staffing resource and operational delivery requirements, and liaise with academic, operational, support and administrative staff, to offer a rich variety of teaching modes for both cohorts. The postholder will work closely with the team of Liaison Tutors and the Head of Research Programmes on planning, monitoring and reporting, and will undertake teaching, project supervision and assessment.

MRes (RCA)

The MRes RCA was launched in September 2016 with an international cohort of students. The programme seeks to foster strategic collaborations between the College and academic, industry, public sector, social innovation, and charity partners. The MRes RCA equips students with the intellectual, technical and professional tools with which to complete a high-quality research project, whether at doctoral level, within the cultural/creative sectors, or beyond.

The programme is delivered across 45 weeks, in three stages, which enables students to progress from short, tutor-led projects and delivery, to live group projects, and then onto personal research projects that may form part of a longer-term research plan. This allows time and space for the skills and tools to which students are introduced to be explored and tested and to percolate into their pre-existing practices and knowledge. The MRes may be followed in any of the specialisms of our four schools – Architecture, Arts & Humanities, Communication, or Design – or across programme areas and disciplines.

CHS

Critical and Historical Studies is a cross-College unit delivered centrally to all MA student (with the exception of Humanities Programmes) across the RCA's four Schools. This is delivered by a specialist team of 5 School Liaison Tutors and a larger team of specialist tutors, who are research active academics in their respective fields. It provides a rigorous grounding for MA students in theoretical, historical and critical approaches to art and design, reflecting the College's focus on the highest-quality art and design practice situated in a cross-disciplinary academic context. In 2018/19 the new College-wide MA Credit Framework will be launched which will move to a mandatory 20 credit CHS unit and a series of elective options. The postholder will lead the CHS tutor team in developing a rich range of options that will enhance and invigorate the current offer, positioning intellectual thinking and self-expression as core to innovative practice.

THE ROLE OF MRES/CHS COORDINATOR

Reporting to the Head of Research Programmes, the postholder will provide academic leadership for both the MRes Programme and CHS provision. It is envisaged that the two elements of this role will make up 60% and 40% of the full post respectively taken across the academic year, but that the postholder will be able to vary these proportions according to requirements at key points in the academic year.

The role involves planning and coordinating the academic, financial, staffing and operational resources of the two programmes, and leading on developing the academic philosophy and vision for the programmes, in liaison with the Head of Research Programmes. This will include reviewing, developing and refreshing the curriculum to ensure continuous enhancement of academic quality and student experience.

The postholder will be well-informed about current issues and developments in higher education, postgraduate teaching, and art and design research and practice, both nationally and internationally, ensuring that the programmes provide robust and high-quality preparation for a variety of work contexts beyond graduation.

In addition to promoting the work of the programmes nationally and internationally, the postholder will communicate and represent the interests of the programmes across the College as a whole, and facilitate the possibilities for collaboration and further links. This will necessitate working across the RCA and contributing to planning, management, development and communication at institutional level through participation in College committees.

Critical to success is the role in leading student recruitment in line with targets set annually by the RCA's Senate. The ability to make an individual contribution to the academic work of the programmes based on personal expertise, for example, through teaching, supporting learning and supervising research students, is also important.

Across the following areas of responsibility and delivery, the head of programme is expected to:

1. Recruitment (MRes)

- undertake proactive and timely recruitment, working in conjunction with the Head of Research Programmes, in liaison with Registry, Communications & Marketing and other staff as required, to ensure that sufficient offers to study are made to high quality candidates at MRes level to achieve College recruitment targets agreed annually by Senate;
- ensure an appropriate balance is achieved in recruitment of home, European Union and international students, in alignment with College targets;
- monitor and report on recruitment and retention as required.

2. Teaching and learning

- coordinate and lead on developing and delivering curriculum content across both the MRes and CHS, ensuring that appropriate learning, teaching and assessment strategies are in place and that these are communicated effectively to students and relevant staff;
- propose and initiate developments which improve the effectiveness of learning, teaching and assessment and which maintain the currency of the curriculum, ensuring any changes are introduced in a timely fashion with appropriate consultation and scrutiny;
- lead and encourage innovation in content and delivery for both courses, and support pedagogical innovation in line with developments in higher education.
- undertake teaching, project supervision and assessment as appropriate across both courses, demonstrating innovation and pedagogical rigour.
- coordinate the development of new CHS units in readiness for the College MA Credit Framework launch in 2018/19.

3. Research and knowledge exchange

- actively undertake research within an area relevant to the RCA's academic range, and ensure eligibility for submission to future research audits at 3* or 4* level;
- in agreement with the Head of Research Programmes develop a personal 5-year research plan, including identification of planned outputs and external funding support;
- identify opportunities and, where appropriate, work with colleagues to translate research into knowledge exchange and executive education activity.

4. Management of staff

- be responsible for co-ordinating the staffing resource needed to deliver the two programmes, including line management of the CHS School Liaison Tutors and leading the work of the MRes Pathway Tutors;
- lead in retaining and enhancing the distinctive qualities and vision of both CHS units and the MRes programme, including teaching, project supervision and assessment as appropriate to be fully engaged with both courses;
- with the Liaison Tutors, coordinating the engagement of external visiting lecturers where appropriate to deliver a high-quality curriculum, within the available staffing budget.
- lead on the development of a curriculum that prepares students across both the MRes and CHS to become effective and creative researchers within the context of art and design and thus prepared for careers in the contemporary arena;
- lead the CHS team in preparing effectively for the new MA Credit Framework, ensuring that all requirements are met within the set timeframes.

5. Resource management

- together with the General Manager, Research & Innovation, liaise with the information, learning and technical services (ILTS) teams to ensure appropriate and timely workshop and IT provision, planning and maintenance, and work with the ICT and technical services coordinators, the technical services manager (and where appropriate, head of technical services and director of ICT) ensuring effective and efficient matching of workshop facilities to MRes and CHS requirements;
- liaise effectively with CHS administrative staff, ILTS, the Timetabling Office, Building & Estates and School senior teams to plan and implement effective timetabling for the MRes and CHS;
- liaise with the Head of Research Programmes, General Manager, Research & Innovation and the Technical Services Manager in the effective programming of access to technical resources and workshops, and the timetabling of inductions, demonstrations, and projects;
- together with CHS administrative staff, manage and monitor the use of facilities and the deployment of available resources to the benefit of the students, and in line with established policies;

- ensure that annual and other cycles of resource planning and space allocation are conducted in a timely and proactive fashion, particularly in support of student recruitment;
- work with the CHS administrative team to ensure that facilities and resources are used by staff and students in accordance with appropriate regard for health and safety and in accordance with relevant regulations.
- Work with the Head of Research Programmes and the General Manager, Research & Innovation to ensure effective delivery of high-quality academic provision within the available annual budget.

6. Student progress and welfare

- implement college systems for enabling, supporting and monitoring students' academic progress and personal welfare;
- develop and monitor key assessments for both MRes and CHS students, to ensure the learning objectives and assessment criteria are met and applied effectively;
- establish systems which ensure effective feedback from students on the quality of their learning and assessment outputs is integrated into quality enhancement plans.

7. Examinations

- participate in student assessments, to chair admissions and examinations boards (or delegate to one of the Senior Liaison Tutors (ST) as appropriate) and to ensure that there is compliance with the College regulations for the constitution and conduct of admissions and examinations boards;
- provide all results and records required by the College in a timely manner, and to attend meetings as required by the College to report and discuss the outcomes of examinations.

8. Quality assurance and enhancement

- ensure the programmes' alignment with the College's systems for academic quality and standards assurance (for example in the preparation of programme annual review documents, appointment of external examiners and internal moderators, leading preparation for, and participation in, periodic validation events), working with the Head of Research Programmes and the Academic Development Office team;
- support proactive engagement, including that of staff, with enhancement of student learning opportunities and the student experience;
- attend as an observer, and where appropriate become a member of, College committees responsible for admissions, progression, examination, and academic standards.

9. Information and documentation

- ensure the accuracy, reliability and consistency of any printed or electronically published information about the programmes and their activities intended for the students, staff or public, including annual reviews, prospectus entries, staff profiles, research reports;

- seek approval and sign off from Communications and Marketing for the above.

10. Internal liaison and communication

- liaise with other staff across the College for the purpose of sharing good practice and promoting interdisciplinary activity for the benefit of students;
- coordinate the dissemination of information about the programmes within the College and to ensure the dissemination of information from school and college sources within the programmes.

11. External liaison and collaboration

- coordinate the programmes' external relations, in alignment with the College's and Schools' strategies for recruitment, internationalisation, marketing, research and knowledge exchange;
- maintain and develop contacts and collaboration with other institutions, public bodies, funding organisations, commerce and industry to the benefit of the programmes and their students;
- review regularly, and at minimum on an annual basis, the effectiveness of any formal collaborations with other institutions or external partners, and ensuring satisfaction of all partners, and to liaise with the Head of Research Programmes and Director of Research & Innovation;
- refer draft agreements for formal collaborations, external partnerships, international student exchanges, or faculty exchanges/residencies, to the pro-rector for approval, via the Head of Research Programmes.

PERSON SPECIFICATION

The RCA is seeking an academic leader within art and design with an international reputation supported by a portfolio of practice, academic research and publications. The successful candidate will be critically informed and ambitious for the work of the College in developing both the MRes programme and CHS provision and will also understand the changing nature of higher education in an international and UK context. They will have an energy and enthusiasm for ensuring a high-quality student experience, and be able to work well both as part of the Research & Innovation team, and with academic and operational teams across the RCA.

The new Head of Programme MRes/CHS Co-ordinator will have the ability to provide energetic leadership and professional vision in a demanding academic environment. It is expected that the candidate will have a combination of skills and experience acquired in both academic and professional contexts, which provide the competence to fulfil the coordinating, teaching and research aspects of the role.

It is expected that the appointed candidate will be eligible to apply for consideration for the title of reader or professor, which may be awarded on successful completion of probation under the College's annual readership and professorial appointment process.

The head of programme should also be able to demonstrate:

Essential criteria

- a higher degree, in a relevant discipline (a doctoral degree is expected, but equivalent experience may exceptionally be considered);
- significant contribution to scholarship and/or practice in an international context;
- proven record of research excellence and impact including submission to previous national REF or RAE exercises, and commitment to, through publications or equivalent, the advancement of learning and/or the application of knowledge in their specialised discipline;
- demonstrable portfolio of successfully completed research projects;
- knowledge of international context;
- excellent and effective interpersonal communication skills;
- demonstrable experience of influencing and effecting change;
- experience of teaching in higher education in a relevant discipline;
- experience of academic and financial management;
- experience of staff management;
- IT literacy;
- commitment to equality of opportunity.

Desirable criteria

- experience of programme management and quality assurance and enhancement frameworks in Higher Education, and possession of a recognised qualification in learning and teaching in higher education;
- experience of teaching and research in critical and historical studies within an art and design disciplinary context
- experience of doctoral supervision including one of: possession of a research degree; research degree supervision to successful completion; successful completion of a recognised research degree supervision qualification;
- a successful track record of securing competitive research grant income and/or industrial sponsorship and funding.

ADDITIONAL INFORMATION

Location

Kensington, Battersea & White City as required.

Salary

Full-time equivalent salary dependent upon level of appointment: from £63,000 per annum inclusive of London Allowance. Time to conduct research will be allocated to the person appointed in line with College policies for Research Staff, which sets a floor of 20% allocation for research, by agreement with the postholder's line manager. Any allocation of time for research is subject to review.

The post is full time (1.0 FTE)

The appointment is permanent subject to a two-year probationary period. A contributory defined benefits pension scheme and interest free season ticket loan are available.

Teaching qualifications

The College requires newly staff who are not in possession of a recognised qualification in learning and teaching in higher education to obtain an appropriate qualification in learning and teaching or research degree supervision.

Timing

It is expected that the new Coordinator of MRes/CHS will be able to take up the post by the start of the 2017-18 academic year or as soon as possible thereafter.

PAY & BENEFITS

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

6 weeks' (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 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 two weeks' paternity leave entitlement at full pay. This compares to the statutory provision of two weeks' pay at the statutory rate.

Enhanced sick pay

Occupational sick pay after six 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.

Cycle to Work Scheme

The Royal College of Art has signed up to the Cycle to Work Scheme – part of the government's Green Transport Initiative – which allows employees to make significant savings on purchasing new bikes and safety equipment.

Childcare Vouchers

The Royal College of Art enables staff to purchase childcare vouchers, through its partner Edenred, as a salary sacrifice scheme.

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.

Professorships and readerships

The College awards professorships or readership to academic staff based on published criteria through an annual application process. Any award is subject to successful completion of probationary period, which is normally one year from first appointment.

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.