



Royal College of Art

Postgraduate Art & Design

ROYAL COLLEGE OF ART

JOB DESCRIPTION

Post: Academic Development Administrator
Department: Academic Development Office (ADO)
Grade: 6
Responsible to: Head of Academic Development

Background:

The Royal College of Art is the UK's only entirely postgraduate art and design university. The Royal Charter specifies that the College's purpose is "to advance learning, knowledge and professional competence particularly in the field of the fine arts... through teaching, research and collaboration with industry and commerce". Fifty years on, the College remains in the vanguard of creative enquiry, with around 2,000 students from 65 countries registered for MA, MRes, MPhil and PhD degrees. Applications are strong, and the College's strategy sets out an ambitious plan both to increase student places to 3,000 by 2020 and to launch new programmes underpinned by its world-class research. Recent examples include the MA in Contemporary Art Practice, launched in 2016, to offer a truly global dialogue about the practice and study of contemporary art, alongside the College's established fine art programmes in painting, sculpture, photography and print, and the haptic crafts of making in ceramic, glass, and metal.

The College is located on three sites in central London, in Kensington, Battersea and White City. In 2016 the Chancellor of the Exchequer announced an unprecedented £54 million grant to support a major expansion at Battersea to create a flagship innovation campus, housing new research centres, knowledge exchange labs and additional space for the College's highly successful business incubator, InnovationRCA. Subject to planning consent, work on the new building is due to start in early 2018 and complete in late 2020.

As well as welcoming students from around the world, the College's global dimension is enhanced through extensive links with business and industry and its partnerships with leading art and design, cultural and educational institutions; including, among many others, its neighbours in Kensington (Imperial College

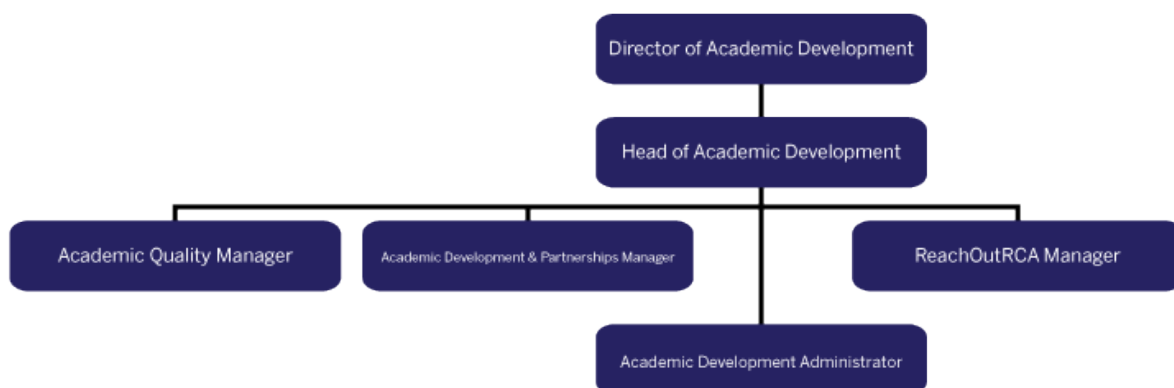
London, the Victoria & Albert Museum, the Royal College of Music and the Natural History Museum).

The College has 400 full- and part-time staff, including internationally renowned artists, designers and practitioners. These staff, together with customised forms of teaching and learning, dedicated technical facilities and research centres, all contribute to create an exceptional creative and intellectual environment and a remarkable record of graduate employment. Numerous eminent graduates have created far-reaching impact and influence, and the College boasts such noteworthy alumni as Sir James Dyson, Thomas Heatherwick, David Hockney, Tracey Emin, Christopher Bailey, Julien McDonald, Alison Jackson, Idris Khan, David Adjaye, Suzie Templeton and Sir Ridley Scott.

The Academic Development Office helps to realise the College' strategic vision of advancing art and design education by:

- Leading an ambitious expansion, diversification and internationalisation of the academic offer;
- Overseeing the assurance of academic quality and standards;
- Creating opportunities for curriculum innovation, enhancement and exchange across its taught programmes;
- Enabling staff to gain recognition and reward for developing excellence in teaching and supporting learning;
- Supporting aspiring artists and designers to realise their ambitions for studying and working in the creative sector;

This Academic Development Administrator provides administrative support to the Academic Development Office, which comprises:



Main Duties and Responsibilities:

Academic Review and Development

- To assist in the organisation of College committees, working groups, meetings and events; to include timetabling, liaising with attendees and the preparation, collation and circulation of papers;

- To administer large-scale change projects that relate to new academic offers or partnerships;
- To act as secretary to the Academic, Culture and Communications Workstream;
- To administer academic review processes; including (re)validations, internal reviews and annual programme reviews;
- To administer the annual taught and research student experience surveys, to include promoting the surveys, monitoring responses and assisting with the analysis;
- To coordinate a network of external examiners and internal moderators to each academic programme: to include maintaining database records, arranging appointments and ensuring the payment of fees and expenses;
- To collate key information relating to academic review, such as student survey data, application and progression data and external examiner/internal moderator reports;
- To coordinate the publication of Programme Handbooks and Specifications; to include liaising with academic and support staff on content, copy-editing text and ensuring timely publication;
- To assist in the administration of the College's collaborative arrangements; to include a validation arrangement with the National Film and Television School; partnership arrangements with the V&A Museum, dual awards with Imperial College and exchange agreements with Tsinghua, University;
- To assist in the preparation of documentation for the approval of new collaborative arrangements
- To assist in the College's preparation for external assessments of its academic provision.

Educational Development & Exchange

- To act as Secretary to Learning and Teaching Committee, to include preparing the agenda, collating and circulating papers, organising meetings and recording actions;
- To administer the *Teaching Fellowship Scheme* (the College's professional development programme for staff); to include managing enrolment and progression, coordinating assessment and accreditation boards, and liaising with externals;
- To coordinate two annual Teaching Conferences and a yearly programme of creative workshops;
- To help administer a professional development programmes for students;
- To support the administration of AcrossRCA (an annual programme of interdisciplinary exchange); to include allocating and monitoring project budgets, timetabling and liaising with project leaders and participants;

Office

- To coordinate diary arrangements, travel arrangements and meeting schedules for the Director of Academic Development and Head of Academic Development;

- To coordinate office financial activities, to include raising purchase orders, processing office expenditure and monitoring the budget;
- To maintain Academic Development Office related information on the RCA Intranet and web site; to include a termly office newsletter;
- To maintain the shared Academic Development Office calendar;
- To assist the office in conducting desktop research relating to academic review and development;
- To respond to a range of queries relating to academic review and development;
- To review information created and managed by the programme to ensure compliance with College policies on data protection;
- To contribute to the administration of major events within the College such as the registration of students and Convocation.

Person Specification

Essential

- Educated to degree level or equivalent.
- Significant experience of the coordination and administration of events, such as committees, working groups, conferences and workshops
- Excellent communication skills, including the ability to effectively engage with a range of people internal and external to the College
- Skills and experience in creating, editing and presenting written reports, including committee papers, event notes, and handbooks
- An excellent attention to detail
- Demonstrable experience of working effectively in busy environment, including the ability to manage a high workload while retaining high standards
- The ability to work effectively as part of a team; to include participating fully in the development of team strategy
- Experience of managing data, including the collection, analysis, presentation and storage of data
- Experience of finance administration
- Good level of digitally literacy and proficient in the use of productivity suites such as Microsoft Office or Google for work

Desirable

- Experience of working in higher education
- Knowledge of academic review processes
- An interest and enthusiasm for contemporary art, design and culture
- Diary management skills, including electronic calendars

Additional Information:

- Salary working 35 hours per week: £30,682 - £35,132 per annum inclusive of London Allowance
- Normal hours will total 35 hours per week over five days, with an hour each day for lunch.

- 25 days annual leave plus extended breaks at Christmas and Easter
- A contributory defined benefit pension scheme and interest free season ticket loan are available.

January 2018

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

5 weeks' (25 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.

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.