



# Royal College of Art

Postgraduate Art & Design

## JOB DESCRIPTION

**Post:** Head of Partnerships and Business Development

**Department:** Academic Development Office (ADO)

**Grade:** 9

**Responsible to:** Head of Academic Development

### Background:

The Royal College of Art is the UK's only entirely postgraduate university of art and design, dedicated to teaching, research and knowledge exchange with industry. The College's 1967 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.

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. With planning consent achieved in February 2018, enabling work on the new building is due to start in early 2018 with the completed building being handed over 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, the Science Museum, and the Natural History Museum).

The College has 400 full- and part-time staff, including internationally renowned artists, designers, theorists and practitioners. These staff, together with innovative 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, Sir David Adjaye, Suzie Templeton and Sir Ridley Scott.

The Academic Development Office helps to realise the College's 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;
- Enhancing the student learning experience by leading curriculum review, innovation and exchange;
- Enabling staff to gain recognition and reward for developing excellence in teaching and supporting learning;
- Supporting aspiring artists, designers and curators to realise their ambitions for studying and working in the creative sector.

The Head of Partnerships and Business Development will manage the development and approval of new academic partnerships in support of the College's International Strategy. This strategy sets out the College vision to be the leading internationalised university of art and design with global recognition, influence and impact, It is based on the following core values:

- a commitment to mutuality;
- that internationalism should be transformational and not transactional;
- that creative education is enriched by intercultural exchange and collaboration;
- all members of the RCA community are 'international' not only those who come from outside the UK to study or work.

The priority areas for international partnership are North America, South Korea, China, Middle East, North Africa and South Asia.

The Head of Partnerships and Business Development will be a key member of the Operations Group overseeing delivery of RCA awards in international locations, for example, the transfer of the College's new Graduate Diploma (launching in London in July 2018) and the development of articulation or progression agreements with key strategic international partners. It is expected that the Head of Partnerships and Business Development will make a significant and proactive contribution to

the successful planning management support of these projects. In addition, the Head of Partnerships and Business Development will help to lead the expansion and diversification of the College's existing offer by providing expert guidance on the development of new academic awards or modes of study. This will include supporting Academic Leads throughout the process from expression of interest to launch.

The post will report to the Head of Academic Development, working closely with the Deputy Vice Chancellor and the Director of Academic Development. Academic partnerships are developed and delivered in partnership with Schools so effective collaboration with Deans of School and Professional Services Directors is essential. Partnership development is delivered by a small team with a strategic remit working across the College; team members therefore need to be creative and dynamic and able to gain credibility and authority with a range of stakeholders.

### **Main Duties and Responsibilities:**

#### **Partnership**

- To manage a portfolio of partnership institutions, providing strategic oversight and ensuring alignment with the College's mission and strategic objectives;
- To support the identification and development of new academic partnerships in support of the College's strategic objectives;
- To manage the development, approval and review of the College's policies on academic partnerships; to include consideration of the legal and financial frameworks within which new models of partnership takes place;
- To commission and/or undertake research on the academic and business case for new partnerships, to include an assessment of a) the partner's alignment with the College's mission, values and strategic objectives b) the political and legal context c) student demand d) financial sustainability and e) graduate destinations;
- To identify and document the College's exposure to risk in partnership projects, identifying mitigation plans and reporting these through regular updates of the Risk Register;
- To create, manage and maintain project plans for partnership projects with critical path and related reporting documentation, providing regular reports to the relevant Task Groups, Operations Groups and senior colleagues;
- To provide high quality, concise briefing papers which synthesise complex information for Task Groups, Operations Groups and academic committees;
- To manage the development, approval and review of the College's academic partnerships; to include the preparation and negotiation of collaborative agreements and the management of due diligence processes in liaison with other Directorates as required;

- To act in a senior advisory role for partnership activity, to include advising the Deputy Vice Chancellor and senior members of academic and professional services staff;
- To provide guidance to partner institutions on College regulations, policies and practices, and to support those institutions - when appropriate - on developing their own arrangements for the management of academic quality and standards;
- To provide advice, training and support on partnership activity as and when required to relevant individuals, groups or committees;
- To support curriculum development for new collaborative proposals;
- To act as the key contact for academic partners on the partnership process, ensuring the timely communication of expectations, schedules and outcomes;

### **New Academic Developments**

- To manage the approval process for new academic developments to enable the College to make informed judgements on the academic and business case of each proposal;
- To guide nominated Academic Leads through the approval process for new academic developments; to include making an academic and business case and negotiating with Professional Service Directors;
- To support staff in generating and developing ideas for new academic developments;
- To act as Secretary to Academic Development panels that provide an initial evaluation of new proposals, including consideration of strategic fit, distinctiveness, coherence and sustainability;
- To work with Finance to develop, implement and evaluate financial models that profile the investment and ongoing costs of new academic developments, to include those relating to collaborative provision;
- To assist in the development, publication and review of an Academic Development Handbook that provides a definitive guide to curriculum design, delivery and review;
- To attend Academic Standards Committee and Dean's meetings on request to report on progress with new academic developments;
- To organise and administer a termly new academic development progress meeting with the Deputy Vice-Chancellor, Director of Academic Development and Head of Academic Development.

### **Office**

- To assist in the preparation for external assessments of the College's academic provision;
- To contribute to the Academic Development Office publications, to include the termly newsletter;
- To represent the Academic Development Office internally, and the College externally, to include maintaining effective relationships with stakeholders;
- To contribute to the coordination of major events in the College, such as Registration and Convocation.

## **Person Specification:**

### **Essential**

#### *Education, Qualifications and Training*

- Undergraduate qualification or appropriate professional qualification in a relevant subject;

#### *Knowledge and Experience*

- Knowledge, understanding and experience of partnership development;
- Experience of working within regulatory frameworks and the ability to advise on and apply complex policies and procedures;
- Experience with supporting new academic developments.
- Knowledge and awareness of current issues facing higher education.

#### *Skills*

- Excellent project management skills, including the ability to develop, monitor and communicate complex project plans;
- Proven analytical and problem solving capability;
- Excellent communication and interpersonal skills including the ability to establish positive working relationships with a diversity of people;
- Excellent negotiation and influencing skills and the ability to gain credibility with a range of stakeholders;
- A proven ability to effectively manage own workload, maintaining a strategic overview while juggling conflicting priorities and tight deadlines;
- A proven ability to work effectively as part of a team;
- Excellent attention to detail;
- An enthusiastic and flexible approach to work.

### **Desirable**

- Experience of working with international partner organisations;
- Experience of curriculum design;
- Experience of intercultural working.

### **Additional Information:**

- Salary working 35 hours per week: £45,002- £50,306 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.

**April 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.