



## **Royal College of Art**

Postgraduate Art & Design

### **ROYAL COLLEGE OF ART**

#### **JOB DESCRIPTION**

|                    |                          |
|--------------------|--------------------------|
| <b>Post:</b>       | Project Coordinator      |
| <b>Department:</b> | Vice-Chancellor's Office |
| <b>Grade:</b>      | 8                        |

#### **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 RCA is at an extraordinarily exciting moment in its 180-year history, as it seeks to create an entirely new academic vision, housed in part in a new building at its Battersea campus. The new flagship building will be designed by Herzog & de Meuron and is scheduled to open in 2021. Housing new research centres, knowledge exchange labs and additional space for the College's highly successful business incubator, InnovationRCA and the workshops and studios for artists and designers studying at the RCA. The project has received the unprecedented support of Government in the form of a £54m grant directly from the Treasury in 2016. In 2018, the RCA launched a public campaign to raise £100m for scholarships, faculty positions, and bricks and mortar, including the creation of the new Herzog & de Meuron building and the revitalisation of our Grade II listed Darwin building in Kensington. There could not be a more exciting time to join the College!

The College is located on three sites in central London, in Kensington, Battersea and White City. This role will be based in the office of the Vice-Chancellor in

Kensington, the postholder may be required to move between the campuses of Kensington, White City, and Battersea, using the RCA free shuttle bus.

### **Purpose of the post:**

To provide project coordination, executive assistant and communications support within the Vice-Chancellor's Office, working closely with the Executive Director and Chief Operating Officer. You will be pivotal in supporting these and other members of the Vice-Chancellor's Executive in the management, co-ordination and delivery of strategic projects that underpin the College's transformation agenda. In so doing, you will play an important role in helping to ensure the successful completion of major projects and programmes of work to support the Vice-Chancellor's Office and wider College in its key objectives as set out in the College's Strategic Plan.

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

#### **Project Management Coordination**

- Taking responsibility for co-ordinating or carrying out project work as required, current projects to include strategic workforce planning and major capital projects at the RCA's Battersea and Kensington sites;
- Coordinating the recording of targets, milestones and progress on the various projects, including liaising with individual project group members to ensure timely contributions and keeping projects on track and to programme;
- Liaising with other internal teams both academic and non-academic in order to develop effective working relationships and contacts to facilitate the work of the Vice-Chancellor's Office;
- Monitoring and managing budgets where required;
- Managing project reporting both for individual Project Boards and the overarching Programme Board, including compiling, formatting and issuing reports and maintaining project trackers, preparing dashboards, action lists and other key administrative documentation, particularly through the use of the College's project management system BaseCamp;
- Supporting the production of key papers and presentations to the Council and other related governance committees with regard to the various projects being undertaken;
- Working with Project Managers and other team members to ensure individual project risk registers are accurate and up to date;
- Updating KPI information.

#### **Executive Assistant**

- Providing full administrative and secretarial support for the Executive Director and Chief Operating Officer to enable them to undertake the full range of their activities efficiently. This includes anticipating and identifying support requirements in response to changing needs or circumstances, taking action, checking and referring as necessary;

- Ensuring the diaries of the COO and ED are managed efficiently, including the organisation and coordination of all travel arrangements and expenses;
- Set-up and servicing of meetings, including the preparation of papers and agendas and co-ordination of papers and information, taking minutes, preparing action logs and following up on agreed actions as necessary.
- Ensuring, along with the other members of the administrative team, the smooth running of the Vice-Chancellor's Office.

### **Communications**

- Ensuring that information regarding all projects and processes for project management within the College is kept up to date on the College's intranet and website;
- Ensuring effective liaison and good working relationships with staff in Communications & Marketing;
- Ensuring all communications from the VCO, such as newsletters, town hall presentations include correct and up to date information;
- Assisting with the preparation of presentations for internal and external communication and engagement events.

### **Person Specification:**

#### **Essential**

- Educated to degree level or equivalent;
- Proven work experience as a Project Coordinator or in a similar role in project management, from conception to delivery;
- Experience of delivering projects on time and within budget
- Experience of working as a personal/executive assistant
- Excellent organisational skills, including multitasking and time-management
- Strong communication skills both verbal and written
- Diplomacy, influencing and leadership skills
- Ability and initiative to work independently
- Strong working knowledge and familiarity of Project Management software, e.g. Microsoft programmes, GSuite, Microsoft Project and Microsoft Planner
- Hands-on experience with project management tools (e.g. Basecamp, Trello etc.)
- Budget management skills
- Familiarity with risk management, risk registers and quality assurance

#### **Desirable**

- Experience of working in Higher Education
- An interest in contemporary art, design and culture
- PMP / PRINCE2 certification

**Additional Information:**

- Salary working five days per week: £40,290 - £43,796 per annum inclusive of London Allowance.
- Location: Kensington Campus
- Normal hours total 35 hours per week, Monday to Friday, and there is an expectation for the post holder to work such hours as are reasonable and necessary for the proper performance duties and responsibilities.
- Days and times of work may vary due to operational need, subject to consultation and there may be the requirement to attend evening events on occasion.
- 25 days annual leave plus bank holidays and College closure days.

**JULY 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.

### **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.