JOB DESCRIPTION

Post: Research Information Manager

Department: Research & Innovation

Grade: 8

Responsible to: Head of Research 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 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 achievement. 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, Tracy Emin, Christopher Bailey, Julien MacDonald, Alison Jackson, Idris Khan, Sir David Adjaye, Suzie Templeton and Sir Ridley Scott.

Research & Knowledge Exchange

Research & Knowledge Exchange at the RCA is led by the Director 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, research degrees and Critical & Historical Studies.

Purpose of the post:

Play a key role in supporting the development and implementation of the College's Research, Knowledge Exchange and Innovation (RKEI) strategies, policies and associated initiatives by managing, analysing, reporting and advising on research information and data. The role is responsible for ensuring that the information we hold about the research and innovation undertaken at the College is accurate and accessible, and that our reporting to internal and external stakeholders is as effective as possible, in order to maximise opportunities for research, funding, innovation and impact.

The role requires an in-depth and up-to-date understanding of university research data reporting requirements and processes. The primary purpose of the role is to support the Head of Research Development and the Director of Research & Innovation in the delivery of key strategic outcomes for the RCA.

The post-holder will be responsible for collating, presenting, analysing and advising on data from internal and external systems and sources in order to inform the development, implementation and monitoring of RKEI strategies and policies; to facilitate and manage robust preparations for REF2021 and other national assessment exercises; to undertake benchmarking activities to inform our research and our RKEI strategies; and to ensure accurate and streamlined processes are in place for reporting to external funders including through ResearchFish, Je-S and the Higher Education Business and Community Interactions Survey (HE-BCI), maximising the outcomes while reducing the administrative burden to the College of such reporting processes.

Based in the Research & Innovation directorate, the post-holder will be required to build effective working relationships with staff across the College, including in the four Schools and research centres, as well as in the Registry, Finance, HR, Information, Library and Technical Services; Development and Alumni Relations, and Communication and Marketing.

Main Duties & Responsibilities:

- Lead the development and implementation of the College-wide strategy and methodology for the collection, synthesis, analysis and reporting on relevant data about research, research students, knowledge exchange, impact and innovation in the College, working in conjunction with the Head of Research Programmes, the Head of Research Development and the Head of Knowledge Exchange; and liaising with relevant colleagues in other teams as required. This will include information and data relating to staff research, including research outputs, open access and impact; postgraduate research and funded studentships; knowledge exchange and executive education; innovation, commercialisation and entrepreneurial activity; and research and related income.
- Develop and implement College-wide processes for the regular and systematic collection and reporting by staff in Schools and research centres of relevant information and data relating to research, research students and innovation (as above).
- Utilise skills in data visualisation, data analysis and problem solving to extract, analyse, interpret and synthesise data from internal and external systems and sources to help capture, report and monitor information about College research, research student and innovation activity and income.
- 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, and present these, or brief the Director of Research & Innovation to present these at senior committees including the College's Council, Senate, Senior Management Team, Deans' Group, RKEI Strategy Committee, REF Strategy Group, and other ad hoc working groups
- Develop reports and relevant case studies to illustrate and promote the College's research and innovation activities, working in conjunction with relevant colleagues in the Research & Innovation team and across the College, and undertaking benchmarking comparisons as appropriate.
- Be the designated data manager for the Research & Innovation directorate for the forthcoming Research Excellence Framework exercise (REF2021) and its future equivalents. This includes responsibility for ensuring appropriate systems and processes are in place to check and maintain data quality and accuracy in an efficient and effective manner, and advising and working with colleagues in academic Schools, research centres and other units (e.g. Finance, HR) to deliver REF data requirements.
- Take the lead in managing and tracking open access compliance of RCA staff research outputs for REF2021 and other similar assessment exercises.
- Lead on other aspects of developing and collating the College's submissions to REF, KEF and similar national assessment exercises, working closely with the Head of Research Development, the Director of Research & Innovation, and the RCA REF Strategy Group.

- Be the designated data manager for the Research & Innovation directorate for all other external reporting requirements for research and knowledge exchange funding and activities, including HEBCI, HESA and UKRI submission rate surveys.
- Respond promptly and accurately to other ad hoc requests for data and reports, both from internal sources and from funders and other external organisations, as required.
- Develop good working relations with all relevant staff across the College, including in Schools and Research Centres as well as in the Finance, HR, Registry and Information, Learning and Technical Services teams.
- Proactively lead on the development of new data gathering and reporting mechanisms, and liaise with all Schools and Research Centres on behalf of Research & Innovation in order to embed these processes and advise on requirements.
- 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
- Detailed and up-to-date knowledge and understanding of the research reporting requirements for UK universities
- 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
- 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.
- Proven initiative and judgement to resolve problems independently and innovatively.

- Proven ability to cope under pressure while maintaining a high level of accuracy and productive working relations.
- Experience of working in an academic research environment and/or undertaking research, or supporting academic-research-related activities.
- Ability to manage complex processes, data and information and to think creatively about how to collect, organise and communicate this information.
- Detailed 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.
- Able to deal positively and constructively with change and to juggle conflicting priorities.
- Experience of developing, managing and implementing new systems.
- Experience of working within external compliance regulations.
- Experience in data analysis to inform strategy

Desirable

- A postgraduate degree or equivalent qualification.
- Experience of analysing, managing and reporting research data for REF, HEB-CI and HESA returns.
- Experience of using standard UK research funder databases and reporting systems (e.g. Jes, HESA).
- Experience of writing reports and creating and analysing management reports.
- Project management experience and/or qualification
- Innovative and flexible approach to work

Additional information

- Salary: £41,044 - £44,620 per annum, including London Allowance
- Normal hours will total 35 hours per week, Monday to Friday, 9.30am to 5.30pm with an hour each day for lunch and with built-in flexibility to adjust the working hours (with notice) to meet the daily work exigencies.
- Occasional overtime working may be required.
- 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

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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 their household members 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.