



Royal College of Art

Postgraduate Art & Design

JOB DESCRIPTION

Post:	Administrator 1FTE
School:	Arts & Humanities
Grade:	6
Responsible to:	School General Manager

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, and in 2018/19 the College will have around 2,300 students from more than 75 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 2021 and to launch new programmes underpinned by its world-class research.

The College is located on three sites in central London, in Battersea, Kensington, 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, work on the new building started in early 2018 with the completed campus due for completion in 2020/21.

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 more than 400 permanent academic, technical and administrative staff, with in excess of 800 visiting lecturers and professors, 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, Margaret Calvert, Alison Jackson, Idris Khan, Sir Quentin Blake, Sir David Adjaye, Suzie Templeton and Sir Ridley Scott.

School of Arts and Humanities is committed to examining the means by which Art is made – the rich array of positions, methods and materials that artists use and have used as well as the subjects, ideas and issues that are successfully articulated by art. At the same time, we offer students the opportunity to develop their own practice in a variety of theoretical and material specialisms. The School has a distinctive and highly innovative research culture.

Purpose of the post:

The School of Arts and Humanities is embarking on a major expansion of its collaborative and partnership facing research, knowledge exchange, and executive education offers. Building on growth in the former schools, the research culture of the new School of Arts and Humanities is growing in size, scale and complexity. We are looking for an administrator to work closely with the School General Manager, Dean, Heads of Programme, and Senior Tutors (Research Leads) and support the procedural, contractual, operational and financial aspects of the School's research, knowledge exchange, and executive education progress.

Main Duties and Responsibilities:

- Support the School General Manager with the development and setup of new partnerships, collaborations, and research projects.
- Support the strategic overview of the School's RKE operations, including assisting in the operational development of funding bids, particularly around finance, timings and funding body requirements.
- Liaise with researchers and support the School General Manager in the evaluation of current research, as well as the identification for potential for expansion.
- Work closely with colleagues in the RKE Office and the School with the aim of meeting overall School targets, and supporting the College mission to further grow world leading art and design research and KE.
- Support the School General Manager in the development of key working relationships with RCUK, EU and other relevant funding bodies for the successful preparation and submission of RKE grant applications.
- Liaise with the RKE Office, Senior Tutors (Research Leads) and administrative colleagues in the School to ensure research webpages are updated and continually reviewed.
- Assist in the organisation of the School's RKE and executive education (EE) events, in collaboration with the RKE office and administrative colleagues.
- Assist in the growth and organisation of the current Summer School offer, as well as in the expansion of our EE presence in other ways of delivery.
- Regularly review information created and managed by the School and the RKE office, ensuring adherence to standards around managing and protecting, sharing and reuse, in line with best practice in information security and data protection.

- Proactively seek and suggest more effective administrative and communication systems.
- Administer the engagement and payment of visiting lecturers.
- Raise purchase orders and manage programme financial activities using the finance system. (Unit 4, Agresso)

The role of administrator may encompass one or more of the following school-wide responsibilities and activities:

External Relations

- Cross-school administration relating to external relations including sponsorship, alumni, donations etc.
- Liaise with academic staff, students and industry to arrange projects, competition entries, exhibitions etc.
- Collate media coverage of events – press reports, cuttings of staff and students, maintaining info on student careers across school.
- Liaise with Development Office in regard to fundraising.
- Any other duties as required by the School General Manager

Knowledge Exchange (Executive Education)

- Coordinate support on activities which relate to executive education, including summer and other extra-mural courses.
- Liaise with academic staff, students and customers to make arrangements for executive education courses.
- Make arrangements for teaching and student bookings on executive education courses.
- Keep a database of executive education customers and sessional teachers.
- Promote and advertise executive education offers.

Knowledge Exchange (Staff Research)

- Provide admin and support to staff research activities.
- Support Dean on school research development.
- Liaise with Research Office and academic staff in preparing bids and budgets for funded projects.
- Provide updates to college research pipeline on behalf of school

Curriculum Coordination

- To liaise with academic staff, various RCA entities, donors, sponsors and foundations, overseeing all aspects of special academic projects
- To oversee special project budgets under the guidance of the School General Manager
- To liaise with project partners and funding bodies

Person Specification:

Essential characteristics of the postholder:

- Educated to degree level, or equivalent
- Experience of working in Higher Education, preferably with in a research-related environment
- Evidence of strong critical and analytical skills in project-based work
- Evidence of ability to work on own initiative

- High level of accuracy and attention to detail
- Experience of maintaining databases
- Ability to manage and prioritise a heavy workload and work independently.
- Problem solver
- Naturally collaborative
- Good level of digital literacy and proficient in the use of productivity suites (email, calendar documents, spreadsheets, databases) such as Microsoft Office or Google for work
- Good understanding of standards around managing, protecting and re-using information, including information security best practice and data protection principles
- Experienced in the use of financial management software such as Unit 4, Agresso
- Excellent communication skills with people at all levels
- Excellent organisational skills

Desirable characteristics of the postholder:

- Experience in the support of research project development
- Experience and understanding of UK and EU research funders' policies and procedures (e.g. REF)
- An interest and enthusiasm for contemporary art, design and culture
- Experience of college specific systems and software – Financial (U4/Agresso), HR/Payroll (iTrent), CRM system (Raiser's Edge) and student software/database

Additional information

- Salary working five days per week: £31,244 - £35,783 p.a. and is inclusive of London Allowance.
- Normal hours will total 35 per week over five days, 9.30am to 5.30pm 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

MAY 2019

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.