



## **Royal College of Art**

Postgraduate Art & Design

### **ROYAL COLLEGE OF ART**

#### **JOB DESCRIPTION**

**Post:** School General Manager

**Grade:** 8

**School:** Communication

**Responsible to:** Dean

**Responsible for:** Administration team

#### **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". Over 50 years on, the College remains in the vanguard of creative enquiry, and in 2019/20 the College will have around 2,300 students from more than 75 countries. 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. The RCA recently launched GenerationRCA which will propel the University's radical new academic vision by focusing on three key pillars: 'Place, Projects and People'. This programme will see the RCA transform its campuses and the ways in which the university teaches, researches and creates. It includes the construction of the Herzog & de Meuron-design flagship building in Battersea and introduction of future programmes centred on nano and soft robotics, computer science and machine learning, materials science and the circular economy.

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 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



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Jackson, Idris Khan, Sir Quentin Blake, Sir David Adjaye, Suzie Templeton and Sir Ridley Scott.

### **School of Communication**

In a world of false news, rising inequalities and global challenges, it is imperative that we change the narrative of communication. The School of Communication situates human and non-human communication within the frames of culture, community, consciousness, commercialism and creativity. It seeks to rise to global and local challenges; informing and enhancing forward-thinking and transformative processes, approaches and strategies through an inclusive and transformative teaching and research environment.

The School of Communication currently offers four MA programmes — Animation, Digital Direction, Information Experience Design and Visual Communication with a strong culture of interdisciplinarity, transformation and agility. There is also a strong culture of postgraduate research with MRes and PGR student communities. The School's pathways and programmes are directly linked and underpinned by critical and contemporary research themes that seek new approaches to create change and have meaningful impact in relation to societal, cultural, political and economic challenges. Programmes collaborate and innovate with industry partners and governmental and non-governmental organisations as well as across subject areas to allow strategic opportunities for multidisciplinary research and teaching.

### **Purpose of the post**

Work as part of the school leadership team (SLT) to support the Dean of School in developing and implementing the School strategy. Ensure effective management of School resources and the smooth operation of all School activities.

Facilitate, coordinate, plan and deploy resource requirements including robust budget control. Act as focal point for liaison with central functions and disseminate information effectively across the School. Manage the administration team.

### **Main Duties and Responsibilities**

#### **General duties**

Plan, oversee and implement School-wide systems and processes for activities including timetabling, record keeping, and financial management in line with College policy and using cross-College technology platforms delivered by the 'InfoRCA' project in partnership with Registry, and IT, Library and Technical Services (ILTS).

Embed digital information management principles and processes within the School and support the move from paper to digital through the adoption and championing of a College-wide document management system. Act as Information Asset Owner (IAO) for the School's information ensuring it is managed, used and reused appropriately in accordance with legislation (Data Protection Act) and best practice.

Oversee the allocation and monitoring of student recruitment targets and managing



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and enforcing regulations within programme recruitment

Work with the Dean and SLT on the development of new programmes and revised and new curriculum offers.

Oversee examinations and progression in accordance with regulations and reporting to Academic Board for Concessions and Discipline (ABCD).

Work in conjunction with the Research & Knowledge Exchange Office and with Finance, to oversee:

- the preparation and submission of research and knowledge exchange funding bids, the management of active projects, and the submission of financial and other reports to funding bodies as required;
- planning, preparation and delivery of executive education and studio projects
- the recruitment, progress and thesis submission processes for research students in the school.

Manage external relationships for the School in consultation with Academic Development Office (ADO) colleagues.

Manage recruitment, performance management and restructuring in consultation with the Dean and the relevant HR Business Partner.

Participate fully in a 'school general management forum' that will provide the platform for sharing information, expertise and best practice across all four schools to embed a consistent and high quality of practice.

Ensure continuous improvement in the administrative systems and procedures.

### **Line management**

Lead the administration team to support both the School and College objectives of development and growth and to ensure effective service delivery across all activities.

Plan work with administrators, offer guidance, support and career building opportunities.

Ensure that regular performance management and annual appraisals are undertaken within the School.

Provide guidance and leadership to the team to encourage digital literacy, effective management of information and the creation of an open information culture. Embed use of tools for improved productivity such as Agresso (Finance system), central timetabling and the Intranet ensuring school information is clear and up-to-date.

### **Quality Assurance Responsibilities**

In consultation with the Academic Development Office, manage the processes pertaining to the School's quality assurance and enhancement responsibilities, including:



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- the nomination and remuneration of external examiners, and coordinating arrangements for their visits;
- the submission and evaluation of the School's annual programme reviews, and the development and submission of its School overview
- arrangements for the validations and revalidations of the School's academic provision, including the submission of documentation and other administrative arrangements relating to the event.

Act as Secretary to the School Leadership Team (SLT) and School Academic Board, including:

- set the agenda for meetings in consultation with the chair
- collate, index and circulate papers and reports
- provide specialist advice and guidance to the committee
- ensure the accuracy of meeting minutes
- ensure action is taken in respect of committee decisions.
- Brief school leadership teams on changes to local and national quality assurance requirements.

### **Budget Responsibilities**

Work closely with the Dean in the preparation, forecasting, monitoring and reviewing of budgets with due regard to college policies, financial regulations and good practice.

Ensure that the School effectively utilises College financial management system (Agresso) to raise and review the status of purchase orders and run detailed reports.

Assist Finance Business Partners with interpretation of monthly reports and variance analysis.

Review and control staff costs, working in collaboration with Finance and Human Resources regarding any changes.

### **Person Specification**

#### **Essential criteria**

- An honours degree (or equivalent) in a relevant subject
- Evidence of strong intellectual and analytical skills
- Experience working at a relevant level in an administrative/business management capacity
- Proven line management experience with the ability to define roles and responsibilities, conduct regular 1:1s with the team, appraisals and performance management
- Experience of contributing to the setting and management of budgets and financial planning, including planning resource allocation, and income maximisation
- Proven interpersonal and communication skills with a high degree of tact and diplomacy



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- High level of digital literacy and IT skills including productivity suites (Microsoft Office, Google for work), Web/Internet use and financial management systems
- Detailed understanding of standards around managing, protecting and re-using information, including information security best practice and data protection principles
- Ability to use initiative and work as part of a team
- Excellent organisational skills
- Ability to deal positively and constructively with change and to juggle conflicting priorities
- Demonstrable commitment to diversity and equality of opportunity with the ability to work harmoniously with colleagues and students of all cultures and backgrounds

## **Desirable criteria:**

- Experience of working in higher education or similar
- Experience of RCUK and others funders application and reporting system
- Understanding of UK and EU research funders' policies and procedures (e.g. REF and TEF)
- Experience of College systems and software - Financial (Agresso), HR/Payroll (iTrent), CRM system (Raiser's Edge), student software/database
- An interest and enthusiasm for contemporary art, design and culture

## **Additional information**

- Salary working five days per week, all year round £41,044 - £44,620 per annum 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.
- Location: All three sites

**AUGUST 2019**



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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**

6 weeks' (30 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.

#### **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.



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## **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.