



## Royal College of Art

Postgraduate Art & Design

### ROYAL COLLEGE OF ART

#### ROLE PROFILE

**Post:** Senior Tutor (research)

**School:** School of Design

**Programme:** Service Design

**Grade:** 10

**Responsible to:** Head of Programme

The Royal College of Art is the UK's only entirely postgraduate institution 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 2,400 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 Jackson, Idris Khan, Sir Quentin Blake, Sir David Adjaye, Suzie Templeton and Sir Ridley Scott.



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### **The School of Design**

The School of Design offers programmes that engage with a broad spectrum of design from the industry-focused, through collaboration with engineering and science, to the experimental and theoretical. With a strong culture of innovation, experimentation and debate, as well as research degrees at MPhil and PhD level, the School explores the boundaries of knowledge in the fields of industrial design, design engineering, product design, service design, critical design, systems and services, social innovation, new materials, globalisation and the discourse between international pedagogies and manufacturing.

### **About the Programme**

The RCA Service Design course was established in 2011 and since then has become the world's leading service design course producing cohorts of successful and influential designers working in the commercial and public sector. The programme offers a two-year Masters MA (RCA) as well as growing research activities including MPhil / PhD programmes. The Masters programme takes a diverse range of applicants (engineers, technologists, designers, commercially experienced people and from many other disciplines) and introduces them to service design projects, team working and innovation processes. The programme is founded on a wide spectrum of principles to enable graduates to build their own approach to service design with confidence and purpose.

The programme works closely with partners from technology, business, government and the public sector on live team based project work with an underlying academic framework of tools and a series of practitioner talks and seminars with external experts.

In 2019 Clive Grinyer took over as Head of Programme from Nick de Leon (now Head of Knowledge Transfer and Executive Education) and is preparing the course for the next phase of transition to a single year Masters with optional second year.

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

Reporting directly to the Head of Programme, you will contribute to the teaching programme and be responsible for the implementation, development and day-to-day management of a significant aspect of the Programme. This will involve initiating elements of the course through curriculum development, the pastoral care of students, managing visiting staff, co-ordinating related external projects and promoting the Programme through exhibition and through liaison with other institutions and industry. As Senior Tutor, you will be expected to promote the study of your subject by practice, teaching and research.

The role is a critical to the success of the course as we ensure that we build on the strong foundation and international reputation. The successful candidate will join an experienced and friendly team and bring passion and knowledge of current practice and leading research and play a leading role with the PhD research programme, Masters students, industry seminars and external research finding.



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## Learning & teaching

- Provide academic, pastoral and technical (as appropriate) tutorial support to students, including regular one to one meetings as agreed
- Provide regular feedback to students to help them develop their skills and improve the quality of their work
- Participate in the assessment of student work, including through participation in the assessment board as required, ensuring a rigorous and fair assessment of the work
- If directed by the head of programme, lead a designated and high quality project, ensuring delivery on time and on budget
- Contribute to, deliver and where appropriate lead on cross-college, cross-school and cross-disciplinary teaching and research activities as appropriate
- Keep abreast of innovation and best practice in learning and teaching in own subject
- Continually update own knowledge and understanding in academic specialism
- Supervise research students (MPhil or PhD as appropriate)
- Contribute to the development and enhancement of new and existing programmes and pathways, ensuring high quality academic content and innovation in learning and teaching, and assessment
- Contribute to teaching delivery, leading on allocated areas and delivering high quality teaching content that meets the needs of individual students
- Chair the relevant assessment boards as permitted under college regulations
- Explore and exploit the possibilities for collaboration with programmes in and beyond the school
- Coordinate visiting lecturers, setting clear expectations, monitoring performance, and providing feedback as required
- Brief external contributors to programmes, such as guest lecturers or speakers from industry, ensuring support and guidance as appropriate to the programme

## Research

- Disseminate research findings through appropriate channels, and in line with the College's overall strategy
- Complete and keep up to date five years individual research plan, reviewed and updated annually
- Develop and follow research interests in line with the strategic direction of the College and school, in consultation with the head of programme and the dean
- Determine relevant research objectives and prepare proposals tailored to the appropriate audiences
- Consistently produce research outputs of at least 3\* REF quality to enable submission to the REF
- Ensure that research makes a significant contribution to the overall standing of the school
- Conduct and lead research projects, building a programme of research which contributes to the overall standing and reputation of the College and contribute to school research funding targets
- Lead a research group, if appropriate, managing successful delivery of research objectives, and ensuring effective collaboration high quality outputs



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- Provide research mentoring to tutors or others as appropriate, supporting and advising on research projects to help ensure optimal outcomes
- Develop and submit funding bids making a significant contribution to securing research funding in line with school targets
- Explore and exploit the possibilities for research collaboration with colleagues in and beyond the school

### **Academic management, administration & citizenship**

- Participate in student recruitment, including assessing student ability and potential to inform recruitment decisions
- Promote the College to potential students, through speaking engagements, attendance at promotional events, or other relevant activities
- Lead field trips in line with programme requirements, supporting student learning and helping to ensure pedagogic value from such trips
- Undertake risk assessments for work as necessary, complying with the necessary policies and procedures and ensuring the safety of students and colleagues
- Participate in college committees as appropriate, contributing to sound decision making
- Contribute to annual programme monitoring, ensuring quality and identifying areas for improvement
- Support the development of tutors and visiting lecturers through mentoring, advice and feedback
- Manage projects to ensure high quality delivery on time to budget
- Contribute to the College's strategic plan

### **Knowledge transfer & executive education**

- Actively build relationships with industry and other relevant funding partners to promote the College and its students, to develop potential research and other revenue opportunities
- Lead proposals for knowledge exchange funding and manage any grants awarded to ensure delivery of objectives
- Develop opportunities for knowledge exchange and lead on knowledge exchange projects ensuring value for the College

### **Skills, knowledge and experience**

#### **Essential**

- First degree in a relevant specialism
- A doctorate in a relevant field or evidence of equivalent appropriate academic achievement
- If supervising research students, have completed research supervision training or willingness to undertake and complete appropriate training within two years of appointment
- Commitment to high quality teaching and fostering a positive learning environment for students.



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- Commitment to equality of opportunity and the ability to work harmoniously with colleagues and students of all cultures and backgrounds
- Evidence of the ability to supervise academic work at masters and doctoral level
- Proven record of producing research outputs of at least 3\* REF quality
- A recognised international profile in relevant specialist field
- Significant contribution as an effective teacher of postgraduate students and, through teaching, significant contribution to the advancement of the subject
- Experience of devising and teaching courses, and setting and assessing written work at postgraduate degree level
- Evidence of the ability to act as principal investigator or co-investigator

### **Desirable**

- A postgraduate certificate (PGCert) in higher education and/or accredited fellow of the Higher Education Academy, or willingness to undertake appropriate training to achieve such within two years of appointment
- Commitment to continuous professional development.

### **Additional information**

- Salary working 5 days per week: £55,144 - £61,719 per annum inclusive of London Allowance.
- Normal hours will total 35 per week over 5 days, 9.30am to 5.30pm with an hour each day for lunch
- 30 days annual leave plus extended breaks at Christmas and Easter
- A contributory defined benefit pension scheme and interest free season ticket loan are available
- The appointment is permanent subject to a two-year probationary period.
- The College requires newly appointment academic staff who are not in possession of a recognised qualification in learning and teaching in higher education to obtain an appropriate qualification in learning and teaching or research degree supervision within 2 years of appointment.
- Time to conduct research will be allocated to the person appointed on the basis of the College's Academic Employment Framework. This stipulates a minimum of 20% research time for a research academic.
- The successful candidate will be required to work at Kensington Campus, and across the RCA's other London sites (White City and Battersea) as necessary and reasonably requested.

**FEBRUARY 2020**



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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. 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.



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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.