



# Royal College of Art

Postgraduate Art & Design

## ROYAL COLLEGE OF ART

### JOB DESCRIPTION

<b>Post:</b>	Textiles Circularity Centre Manager
<b>Department:</b>	Materials Science Research Centre; Research & Innovation
<b>Grade:</b>	8
<b>Term:</b>	Fixed term until September 2024
<b>Responsible to:</b>	Head of Research Centres / MSRC Director

### **Background:**

The Royal College of Art, the world's number one university for art and design, provides students with unrivalled opportunities to deliver art and design projects that transform the world.

A small, specialist and research-intensive postgraduate institution based in the heart of London, the RCA is a high performing, radical traditionalist in a fastpaced world.

The RCA's approach is founded on the premise that art, design, creative thinking, science, engineering and technology must all collaborate to solve today's global challenges.

The College employs around 1000 professionals from around the world – professors, researchers, art and design practitioners, advisers and visiting lecturers – to teach and develop students in 30 academic programmes.

RCA students are exposed to new knowledge in a way that encourages them to experiment. Working across scientific and technical canvases and beyond set boundaries, RCA students seek to solve real-world problems.

The RCA runs joint courses with Imperial College London and the Victoria & Albert Museum. InnovationRCA, the College's centre for enterprise, entrepreneurship, incubation and business support, has helped over 50 RCA business ideas become a reality that has led to the creation of over 600 UK jobs.

The RCA GenerationRCA campaign, launched in 2019, propels the College's radical new academic vision by focusing on three key pillars: 'Place, Projects and People'. This programme sees the RCA transform its campuses and the ways in which the College

teaches, researches and creates. It includes the construction of the Herzog & de Meuron design flagship building in Battersea and introduction of future programmes centres on nano and soft robotics, computer science and machine learning, materials science and the circular economy.

Alumni include Sir David Adjaye OBE, Christopher Bailey MBE, Sir James Dyson CBE, David Hockney OM CH RA, Tracey Emin CBE, Thomas Heatherwick CBE, Lubaina Himid CBE, Dame Zandra Rhodes DBE, Sir Ridley Scott and Clare Waight Keller.

### **Materials Science Research Centre (MSRC)**

Research in the Materials Science Research Centre focuses on the invention and the experience of materials to address real world challenges, specifically environmental sustainability, and human health and wellbeing. Established in 2017, the Centre is part of the RCA's ambition to increase interdisciplinary research, particularly bringing traditional science subjects together with Art & Design (STEAM) to tackle societal challenges. As the MSRC has evolved, it has developed partnerships with a wide range of academic and industry partners in the UK and across the world.

### **Textiles Circularity Centre**

Recently, MSRC won a large four-year UKRI Interdisciplinary Circular Economy Centre award to drive its mission of sustainability for textiles, for which this role is required. The Textiles Circularity Centre (TCC) proposes materials security for the UK by circularising resource flows of textiles that will stimulate innovation and economic growth in the UK textile manufacturing and SME apparel, and creative technology sectors, whilst reducing reliance on imported and environmentally and ethically impactful materials, and diversifying supply chains.

### **Purpose of the Post:**

This postholder will manage the inception and operationalisation of this new four-year interdisciplinary grant to set up a Textiles Circularity Centre involving six academic institutions and a wide array of industry partners. The postholder will design processes and procedures for effective delivery of the award, ensuring effective and compliant internal and external reporting and budget control. They will manage and coordinate resources, negotiate and support new funding sources, liaising with partners as appropriate.

The postholder will have experience of managing research funding from UK government or EU sources, such as UKRI or ERDF. They will be experienced in meeting reporting and compliance requirements of research funding, including coordination and submission of large, multi-partner reports to funders.

The postholder will report to the Head of Research Centres, who oversees all Research Centres operations at the RCA, with a dotted line to the MSRC Director.

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

#### ***Management, planning, and development***

- Lead on the day to day operational management of the Centre, ensuring a high-quality experience for staff, partners, students, and visitors.

- Develop and manage governance processes for the implementation and progress monitoring of the award, and to develop business plans for its future sustainability (working with the Principal Investigator (PI), and Head of Research Centres).
- Work closely with the Research Centres Manager to align operational processes and procedures and ensure smooth and effective information flow and sharing best practice.
- Generate standard operating procedures, ensuring effective coordination of work flows, finding positive solutions and contingencies, and exploring ways to optimise resources.
- Support the PI in developing and managing relationships with award partners (academic and industry) and in engaging new stakeholders with the award, in particular, engaging further industry partners.

### ***Research development and project management***

- Manage the award, developing detailed project timetables and plans, and put in place a monitoring strategy.
- Act as the main point of contact with the funder for all progress updates, reporting and enquiries for information.
- Manage the Centre Management Group meetings and Advisory Group meetings.
- Manage the relationship with funding partners, understanding all reporting needs and communicating effectively to maximise grant logistics.
- Work with the award team and RKE office to:
  - Support the preparation and submission of research and knowledge exchange funding proposals, with a particular focus on industry engagement;
  - Oversee all Centres funding award acceptance and management, ensuring effective and compliant project implementation, progress and expenditure monitoring, and reporting (financial and non-financial).
- Work with the Executive Education team in planning, preparation, and delivery of executive education and studio projects.
- Track Intellectual Property rights as appropriate.

### ***Finance, reporting, and record-keeping***

- Oversee expenditure processing and tracking, authorising expenditure where appropriate.
- Generate financial reports, working with the RCA's Finance team, the PI, and the Head of Research Centres on the clarification of reports and submission to external funding sources. Gather financial reports from project partners in line with funding requirements.
- Ensure compliance with all terms and conditions of the funding.
- Work with the PI to deliver project reports for internal and external needs.

### ***External Relations / Marketing, communications & events / Impact***

- In conjunction with Marketing and Communications, oversee marketing and communications plans for the award, ensuring a regular, consistent flow of information.
- Communicate success stories to the funder and ensure compliance with grant requirements regarding all external facing communications.
- Oversee all marketing and communications mechanisms, including printed publications and reports, website and social media, and events.

- Generate content for various audiences in collaboration with the award team members, which may include articles, reports, presentations, blogs, and other external facing content.
- Support the development of non-written material, through storyboarding and coordination of ideas, which may include videos, podcasts, or other presentation content.
- In conjunction with the PI and award team, develop the user engagement and impact strategy of the award, identifying ways to engage stakeholders, including government, academic, industry, and public.

***HR, staff and student support***

- Support the PI in effective recruitment, liaising with HR on the development of job descriptions and processes, and supporting recruitment delivery.
- Lead on effective staff integration and on-boarding into the Centres, including visiting researchers, supporting the Director with recruitment and HR processes, in line with institutional policies.
- Support the PI in developing and implementing an Equality, Diversity and Inclusion plan for the Centre.
- Line manage administrative team members as appropriate and recruit and manage temporary staff when necessary.

## **Person Specification:**

### **Essential:**

- An honours degree (or equivalent experience), with evidence of strong analytical skills.
- Experience of working at a relevant level in an administrative/business management capacity in Higher Education or a research institution.
- Experience of working with research funding (or similar), including understanding application and award requirements, and ensuring compliance with funding terms and conditions.
- Experience of supporting research development with industry, which might include collaborative proposals, or contract consultancy.
- Experience of developing research impact strategies and developing and delivering user engagement strategies for research.
- Experience of managing relationships with partners in different sectors.
- Experience of contributing to the setting and management of budgets and financial planning, including planning resource allocation, and income maximisation.
- Experience of drafting reports for external consumption
- Proven interpersonal and communication skills with a high degree of tact and diplomacy, able to deal with internal and external contacts, senior academic staff, and students, appropriately.
- 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 of managing, protecting and re- using information, including information security best practice and data protection principles (GDPR).
- Ability to use initiative, and to work as part of a team.
- 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 with complex research funding mechanisms such as UKRI or EU.
- Experience of university systems and software, including Financial (Agresso), HR/Payroll (iTrent), CRM (Raiser's Edge), and student database systems.
- Experience with marketing planning for print, website, social media and internal systems.
- An interest in and enthusiasm for contemporary art, design and culture, and STEAM - and circular economy and sustainability.
- Ability to be forward thinking and offer strategic insight, with an Innovative and flexible approach to work.

### **Additional Information:**

- Term: Fixed-term until September 2024
- Location: Battersea, with occasional travel to other College campus sites at White City and to Kensington.
- Salary: £41,736 per annum inclusive of London Allowance

- Normal hours will total 35 per week, Monday to Friday, 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.
- The College has a policy which prohibits smoking in all areas of the College.

## **NOVEMBER 2020**

## **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.

### **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.