



Royal College of Art

Postgraduate Art & Design

ROYAL COLLEGE OF ART

JOB DESCRIPTION

Role: Administrative Assistant

Department: Human Resources

Grade: 4

Responsible to: Head of HR Operations

Background:

The Royal College of Art, the world's number one institution 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 fast paced 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.

Purpose of the post:

Reporting to the Head of HR Operations, the HR Operations team consists of a HR Systems Manager, two HR Operations Administrators and an Administrative Assistant. The team is responsible for providing an excellent HR service to the whole College.

The HR Operations team are responsible for providing first-line support and guidance for staff and line managers on a range of HR issues and ensuring a professional and efficient administrative service across all areas of HR operations and the full employee lifecycle.

The Administrative Assistant shall present a positive and professional image of the Human Resources department, working to assist in the delivery of high-quality administration and providing a customer-focussed service in a high-performing and collaborative team.

Duties and responsibilities:

- Provide proactive and comprehensive administrative support to the wider Human Resources team, including diary management, arranging meetings, travel and expenses, preparing papers.
- Manage the Director of Human Resources inbox and answer all enquiries in a professional and courteous manner, referring queries to other members of the team as appropriate and dealing with any unforeseen problems and circumstances in a calm, efficient and diplomatic manner.
- Raise purchase orders and process invoices for all HR department procurement.
- Monthly filing of personnel information and maintenance of staff records.
- Deal with general queries from staff and members of the public, both written and oral, and managing the centralised HR inbox.
- Pre-employment administration, including verifying right to work, taking up references and updating the HR system to meet payroll deadlines.
- Obtaining data for HESA statistics including new starters' information and Visiting Lecturers.
- Supporting the Head of HR Operations and HR Systems Manager with the maintenance of HESA data within the HR System (iTrent).
- Ad hoc duties

Personal specification:

Essential

- Educated to A level or equivalent standard
- Previous administrative experience in an HR environment

- Demonstrable experience of using HR/Payroll systems such as iTrent and financial management systems, such as Agresso
- Demonstrable experience of managing complex diary commitments for senior staff, using electronic calendars
- Excellent interpersonal skills, with the ability to communicate effectively, both verbally and in writing and to a high level of accuracy and attention to detail
- A strong team-player with a flexible approach to the varying demands of the office as a whole
- Experience of handling difficult and sensitive situations, recognising confidential issues and dealing with them appropriately and with discretion

Desirable

- Experience of using Excel to present financial or statistical information
- Experienced user of Microsoft Office and Google Suite packages
- An interest in a career in HR

Additional information

- Salary: £24,388 - £27,045 per annum, including London Allowance
- Normal hours 35 hours per week, 9:30am-5.30pm, Monday to Friday
- 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

JANUARY 2021

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.