



Royal College of Art

Postgraduate Art and Design

JOB DESCRIPTION

Post:	Head of Reward and Performance
Department:	Human Resources
Grade:	Grade 10
Location:	Kensington, London
Responsible to:	Deputy Director of Human Resources

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 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.

The Reward and Performance function is responsible for developing and maintaining pay and benefit frameworks to ensure competitiveness and equity; and the design and implementation of performance frameworks that encourage retention and reward high performance.

Purpose of Role

To deliver a programme of strategic projects focussed on reward; using your technical expertise to advise the College on risks, the best course of action and priorities.

To develop pay, reward, benefits and performance strategy and policy which is aligned with the College Strategic Plan, which meets the ongoing and future institutional needs in relation to the pay and reward agenda across all schools and departments of the College and all levels, including the College Executive.

Key responsibilities

- Create a total reward approach, combining a range of different pay and benefits offerings into a flexible framework which meets the diverse needs of employees
- Review and revise existing practices - incremental progression, benchmarking, market rate analysis
- Design and implement a new pay framework with transparent progression criteria for all staff including senior managers.
- Develop and communicate Reward & Recognition policy and practice to all College communities, developing and publishing a Reward calendar so that timescales, roles and responsibilities are clear to all stakeholders.
- Act as business expert in all matters relating to compensation and benefits, providing advice to key stakeholders
- Working with Finance and HR colleagues, where appropriate to develop, review and monitor policies, processes and procedures for relocation, travel and subsistence, pensions, and allowances.
- Design and be accountable for job evaluation protocol and implementation, including overseeing panels and communication of decisions
- Lead on the development of job profiling and job evaluation methodology, and oversee its implementation, including ensuring sufficient capacity and capability to deliver an effective in-house service as required.
- Design processes by which College reward structures and pay rates are benchmarked nationally and locally, including participation in national and local remuneration forums
- Provide input and data to inform annual business budget setting
- Manage and communicate RCA's benefit schemes - working to ensure synergy and cost-effective arrangements with suppliers.
- Lead on the development of RCA's non-compensation benefits, ensuring alignment with RCA's strategy and values.
- Design and lead the annual pay and performance review process, in collaboration with the Deputy Director of HR (Operations)
- Ensure all aspects of reward, benefits, policy and performance are focused on diversity and inclusiveness to ensure accessibility and equality of approach to all colleagues.
- Provide expert advice to the Remuneration Committee and annual remuneration processes ensuring the processes are fair and equitable and in line with the reward strategy.
- Ensure regular benchmarking and market related pay research is undertaken when necessary to enable the College to remain competitive and an employer of choice.

- In collaboration with HR Business Partners, ensure the College has a best practice performance management framework that aligns to expected behaviours and recognition and the College's strategic objectives.
- Develop and lead the annual performance management process and ensure it is effectively communicated to managers and staff and HR teams have a clear understanding of their role
- Oversee the production of gender and race pay gap, and other pay-related data, reporting in accordance with statutory and best practice requirements.
- As a key member of the HR Department Management Team (DMT) develop and execute HR plans to ensure close alignment to institutional priorities through strong collaboration and effective team working

Person Specification

Qualifications, Experience and Knowledge

- Fellow or Chartered member of the CIPD, or equivalent experience in specialist field.
- Experience of working at a senior HR level in a complex, unionised organisation.
- Experience of leading and managing significant reward and performance related projects and delivering successful outcomes.
- Significant experience in a reward specialist role, operating with a high degree of autonomy.
- Proven experience of advising at senior levels.
- Up to date knowledge and expertise of best practice and current developments in reward, benefits and performance management, preferably within the HE sector.
- Demonstrable experience of the development of innovative approaches to existing complex reward frameworks.
- Experience in extracting and analysing data from HR systems, in order to inform decision making and fulfil statutory reporting obligations.
- Experience of effectively communicating reward and performance management frameworks to staff and other key stakeholders (such as Senior Management Team, Trade Union colleagues etc)
- Experience of giving expert pay or reward advice
- Demonstrable commitment to the promotion of equality, diversity and inclusion
- Demonstrable experience of managing projects and delivering successful outcomes.

Skills, Abilities and Competencies

- Ability to work effectively at both the strategic and operational level
- Excellent task leadership and management skills, with the ability to deliver projects to plan, and cost and quality.
- Demonstrable success of building good relationships and partnerships with key influencers across the organisation.
- Ability to present data and qualitative and quantitative data and management information clearly and in an insightful way.

- Sound numerical skills and attention to detail to be able to compile and check statistical reports.
- Strong skill-set in using Excel and other software, to undertake complex performance and reward modelling.
- Ability to communicate and negotiate effectively with different stakeholders.
- Excellent written and oral communication skills, with the ability to present clear, well-structured reports and briefs.
- Ability to clearly and effectively communicate relevant information (orally and written) to a variety of stakeholders, in different forums.
- Ability to develop reward strategies and plans and communicate the benefits and risks options to key stakeholders.
- Culturally sensitive with high emotional intelligence and the resilience to balance competing demands under pressure.
- Ability to champion new strategies and develop a medium to long-term reward and performance management frameworks to ensure the RCA retains a competitive advantage in the sector.
- Excellent problem solving skills

Additional Information:

- 35 hours per week, from 9.30am to 5.30pm Monday to Friday with an hour each day for lunch.
- Salary: Grade 10 - £55,932 - £62,606 per annum inclusive of London Allowance.
- 30 days annual leave per annum plus extended breaks at Christmas and Easter.
- A contributory defined benefit pension scheme and interest free season ticket loans are available.

November 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

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.

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.