



Royal College of Art

Postgraduate Art & Design

Job Description

Post:	Post Award Research Manager
Directorate:	Research office
Grade:	8
Responsible to:	Head of Research Development

Background

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 RCA has been ranked the number one university-level institution for art & design, internationally, for the eighth consecutive year according to the QS World University Rankings by Subject, 2021.

The College currently has some 2,700 students registered for Graduate Diploma, MA, MRes, MPhil and PhD degrees, and this is set to rise to 3,000 in coming years. The majority of postgraduate teaching and research supervision is delivered by the RCA's four Schools: Architecture; Arts & Humanities; Communication; and Design. Each School is led by a Dean of international standing and a recognised leader in their field.

In addition, the RCA has a number of research centres: the Helen Hamlyn Centre for Design; the Material Science Research Centre; the Intelligent Mobility Design Centre; the HELIX Centre; and the Computer Science Research Centre. The RCA is also home to one of the UK's most successful university incubators, InnovationRCA.

Our People

The RCA's Royal Visitor (Patron) is HRH Prince of Wales; its Chancellor is Sir Jony Ive, and the Pro-Chancellor and Chair of Council is Sir Peter Bazalgette. The RCA's Vice-Chancellor - the CEO of the institution - is Dr Paul Thompson. The RCA has more than 450 permanent staff, including internationally renowned artists, designers, architects, theorists and curators. These staff, together with an innovative pedagogy, world-class technical facilities and research centres, all contribute to an exceptional environment and a remarkable record of graduate employment. Generations of eminent graduates have created far-reaching impact and influence, such as Barbara Hepworth, Bridget Riley, David Hockney, Sir Ridley Scott, Sir James Dyson OM, Asif Kapadia, Thomas Heatherwick, Chris Ofili, Tracey Emin, Jake & Dinos Chapman, Christopher Bailey, Idris Khan, Chantal Joffe, Sir David Adjaye, Erdem, Monster Chetwynd, Oscar Murillo and Lina Lapelyte.

Strategic Plan 2022–2027

The RCA is currently crafting a new strategic plan, involving all staff in a process that has concluded in Summer 2022, with the publication of a new Strategic Vision and Plan for the next five years and the appointment of our new Chair of Council, Sir Peter Bazalgette.



Royal College of Art

Postgraduate Art & Design

This plan will embrace the roll out of a new model of delivery for our taught postgraduate programmes; it will underscore our commitment to being the world's most research-intensive art & design university; and it will commit to a number of Equity and Diversity goals which will lead towards the RCA becoming an anti-racist institution.

Purpose of role

The RCA is the most research-intensive art and design institution in the UK (REF2021), with a substantial portfolio of research grants, doctoral studentships and industry-funded research and knowledge exchange projects. This role is part of the Research & Knowledge Exchange Office team, responsible for providing overarching support and quality assurance for all research and knowledge exchange post-award finance-related activity, including financial stewardship for live grants; provision of live grant information to grant holders and senior management; financial reporting to funders and other external bodies; and support in the management of studentships and grant administration.

Key Responsibilities:

- The financial administration of individual projects funds for externally funded research and knowledge exchange (KE) projects
- The financial reconciliation and reporting of large-scale doctoral training grants
- Providing advice and guidance to Principal Investigators and their teams in relation to managing and reporting on research and KE funding
- Work with Principal Investigators to ensure each funded research and KE project follows the funder's regulations on expenditure
- Prepare final expenditure statements and other reports for funders and collaborative partners, working in conjunction with the relevant Principal Investigator, ensuring these are submitted timely and accurately
- Acting as a lead for post-award finance matters in the Research Information System.

Main Duties:

- Provide guidance, advice and support to academic and administrative staff on the post-award financial administration of research and knowledge exchange projects, acting as key contact and providing support and training on research financial and administrative systems.
- Support grant holders during the lifetime of the award, advising budget holders on sponsor contract terms and conditions, ensuring that award specific clauses are met and RCA policies and procedures are adhered to; this includes holding regular research project financial review meetings and alerting PI to potential issues
- Ensure that relevant grant acceptance documents, starting certificates and extension/suspension requests are submitted to funding bodies as appropriate and in good time to avoid potential financial sanctions.
- Work with the Head of Research Programmes on the financial reconciliation and reporting of large-scale doctoral training grants
- Submit expenditure reports, preparing full reconciliations for the account



Royal College of Art

Postgraduate Art & Design

holder and explain any variances, raising claims, reconciling accounts and liaising with funders, collaborators, academics and School and Centre administrators to resolve queries.

- Ensure that all external and internal financial reporting requirements are met and deadlines adhered to, including negotiation within the appropriate time frame of extensions/supplements as required; this includes providing accurate and timely reports to the Director of Research & Innovation and the Finance team as required.
- Working with Finance to support the preparation of monthly financial reporting & year-end statutory accounts to establish the financial position of awards.
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- Plan, arrange and manage research project audits, in conjunction with Finance, ensuring there are clear audit trails with supporting data. Investigate and resolve complex queries and provide information for Schools and Centres as well as for external funding bodies.
- Work with the Head of Executive Education, the Director of Research & Innovation and the RCA Finance team to confirm annual surplus allocations arising from Executive Education income for Schools and Research Centres.
- Working with Finance to continually review procedures and systems working with the Finance Team and across the College to identify improvements. Work with colleagues to implement changes and action feedback as necessary.
- Engage with the Research Information System Implementation project, including: leading on designing post-award finance workflows during RIS implementation (working with the RKE and Finance Offices); and providing training to staff across the RCA on using Unit 4 Business World and the Research Information System to review and manage project budgets and funding

Person Specification

Essential:

- Educated to degree level or equivalent experience.
- Experience of financial management and reporting in academic research grants, including funding from UKRI, UK charities, and international research funders (including EU).
- Experience of financial management and reporting for industry-funded research and knowledge exchange projects.
- Knowledge of project accounting, preferably within a Higher Education Institution/FEC (Full Economic Cost) environment.
- An understanding of project costing and pricing concepts
- Highly numerate with the ability to understand, manipulate, analyse and communicate complex financial data.
- Experience of and skilled in building positive working relations with academic staff across all levels of seniority and experience.
- Good oral and written communication skills, ability to put complex research issues into lay person terms for non-specialist audiences.
- Strong planning and organisational skills, able to manage conflicting priorities and multiple reporting deadlines.



Royal College of Art

Postgraduate Art & Design

Desirable:

- Experience of the Unit4 Business World finance system
- Experience of using the Pure research information system
- Advanced Excel skills
- AAT Qualified or Part-Qualified by a professional accountancy body
- A-Level Maths and / or Degree Level qualification in Finance / Accounting

Additional Information

- Location: Battersea, with some working across the RCA's other campuses (Kensington, White City) on occasion
- Salary working 5 days per week: £42,323 - £46,018 per annum inclusive of London Allowance.
- Normal hours will total 35 hours per week, 9.30am to 5.30pm with an hour each day for lunch.
- 25 days annual leave, plus extended breaks at Christmas and Easter at the discretion of the college.
- A contributory defined benefit pension scheme and interest free season ticket loan are available

MAY 2022



Royal College of Art

Postgraduate Art & Design

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 19% 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.



Royal College of Art

Postgraduate Art & Design

Events

All staff are welcome to attend exhibitions, lectures and private views held by academic schools and programmes.