



Royal College of Art

Postgraduate Art & Design

JOB DESCRIPTION

Post:	Research & Knowledge Exchange (RKE) General Manager
Grade:	8
FTE:	1.0 FTE – permanent role
Responsible to:	Director of Research & Innovation
Responsible for:	Research & Knowledge Exchange Administrative team
Location:	Battersea

The Royal College of Art

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; Design, with each School led by a Dean of international standing and a recognised leader in their field.

In addition, the RCA has a number of established and planned research centres: the Helen Hamlyn Centre for Design; the Material Science Research Centre (which includes the Burberry Materials Futures Research Group); the Intelligent Mobility Design Centre, the HELIX Centre, and future centres in Computer Science and in Drawing. 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



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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 will conclude in March 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.

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.

Research and Knowledge Exchange Office

The RCA's Research and Knowledge Exchange (RKE) Office provides central infrastructure, expertise and support across the strategically important areas of research, knowledge exchange, executive education and research degrees. The Research and Knowledge Exchange office at the RCA is led by the Director of Research and Innovation, who is also responsible for the RCA's Research Centres and InnovationRCA and is a member of the College's Senior Management Team.

The RKE Administrative team provides key administrative support across the diverse areas of research development, research information and governance, knowledge exchange, executive education, and postgraduate research students and programmes.

Purpose of the post

The RKE General Manager is a key role in the RKE Office, responsible for supporting the Director of Research & Innovation in delivering the RCA's Research, Knowledge Exchange & Innovation (RKEI) strategy and managing the RCA's RKE Office activities, leading on business and operational planning and management and the effective management of the directorate's resources. Ensuring effective liaison between the RKE Office, the RCA's research centres and its incubator InnovationRCA, the four academic Schools, and the RCA's professional service teams, this role also acts as a focal point for liaison with central functions to disseminate information and manage business effectively across the directorate. The RKE General Manager also line manages the RKE administration team.

Main Duties and Responsibilities

Strategic Development and Planning

- Support the Director of Research & Innovation in the development and implementation of the RKEI strategic plan and operational plan as required, providing information and data where requested



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- Prepare reports and collate data for the Director of Research & Innovation for presentation at various College committees, including at meetings of the RCA College Executive Group, Senior Management Team, Senate and Council
- Support the Director of Research & Innovation in the effective management and operation of the Research & Innovation main committees and team meetings, coordinating agendas, papers, attendance and overseeing the work of the administrative team in organising meeting arrangements, distributing papers and keeping committee members and meeting participants well informed in a timely way of meeting details
- Work as an effective member of the Research and Innovation senior team and as an effective member of RCA committees and working groups
- Build collaborative and constructive relationships with key colleagues across the RCA, particularly with the School General Managers, Research Centre Managers and Innovation RCA Operations Manager, representing the RKE Office and the wider Research & Innovation Directorate in College-wide meetings and events
- Act as the key operational liaison between the RKE Office, the wider Research & Innovation teams, and the RCA's academic Schools and professional service teams to ensure a consistent and coherent approach to all relevant processes, and attending meetings as required
- Provide relevant data, information and advice about RKE operational matters to the Director of Research & Innovation and other senior Research & Innovation staff to aid timely decision-making and planning across the Directorate; and be proactive in ensuring the Director of Research & Innovation is kept well informed about areas of operational responsibility
- Manage and contribute to ad-hoc projects as directed by the Director of Research and Innovation which may arise with respect to the strategic and/or operational needs of the Research & Innovation Directorate or the College more broadly.

RKE Operational and Administrative Management

- Work with colleagues across Research & Innovation to ensure consistent and high-quality administrative support across the RKE office, Research Centres and Innovation RCA, ensuring College policies and processes are in place and well embedded.
- Collate and promote RKE-generated policies and procedures to ensure documents are appropriately saved and shared, kept up to date, and remain relevant for audiences.
- Liaise with other managers within the Research and Innovation Directorate to seek out matters of collective concern, feed information to and from wider RCA events, and seek out efficiencies of service across R&I.
- Ensure continuous improvement in the administrative systems and procedures, making best use of available RCA digital systems.



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Human Resources and Staff Management

- Line manage relevant RKE administrative staff, allocating work appropriately as well as providing process guidance, clear timelines for recurrent activities, and support for individual and team objectives
- Set objectives for staff you line manage, taking into account the Research & Innovation strategic objectives, and carry out annual appraisals, reviewing and supporting performance, training and development needs
- Work with the Director and senior colleagues to ensure the consistent application of HR policies across the Directorate
- Oversee relevant internal RKE recruitment and induction processes, working in conjunction with colleagues as required to develop and submit business cases and secure appropriate approval for posts, and providing tailored inductions for new staff
- Manage any necessary recruitment, performance management and restructuring in consultation with the job-share General Manager, the Director of Research & Innovation and the relevant HR Business Partner.

Finance Management

- Lead on the annual budgeting cycle for the RKE Office, and prepare budget submissions in consultation with the Director of Research and Innovation and with your counterparts in the wide Research & innovation teams
- Manage all relevant internal RKE office financial procedures in line with the RCA's financial regulations, ensuring all College policies are fully embedded and adhered to
- Work in collaboration with Research & Innovation budget holders to monitor in-year expenditure, and provide regular updates to the Director of Research and Innovation, ensuring annual financial targets are achieved.
- Work closely with the directorate's Finance Business Partner, carrying out regular budget reviews and addressing any issues constructively.
- Act as a delegated budget holder/approver for designated RKE office budgets with the Director's approval, monitoring spend regularly
- Provide ad hoc financial modelling and scenario planning for Director of Research and Innovation to support forward planning where requested
- Oversee RKE financial processing of purchasing, invoicing, expense claims etc
- Oversee all processes relating to the engagement and payment of Casual Workers, Associate Lecturers and other staff
- Review and control staff costs, working in collaboration with finance and human resources regarding any changes.

Communications

- Oversee, coordinate new and maintain existing content for the relevant sections of the Research & Innovation pages of the RCA website and intranet, ensuring content remains accurate and up-to-date, and provide relevant, accurate and up-to-date information for relevant internal newsletters as required.



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PGR and Studentships Management

- Plan and oversee the administration of RCA's externally funded research Studentships in conjunction with the Head of Research Programmes
- Ensure accurate records are kept for all aspects of RCA's externally funded research Studentships, maintaining a clear oversight of claims and the distribution of funds.
- Oversee the production, monitoring and checking of key data and financial and student records to ensure the effective and accurate payment, management and reporting of funded research studentships
- Plan and oversee the administration of central aspects of research student administration, including student review and assessment processes, working in collaboration with Schools and the Academic Development Office and in accordance with College-wide processes.

Person Specification

Essential characteristics of the postholder:

- Educated to degree level, or have equivalent qualifications or relevant professional experience
- Proven track record in administration and management within a HEI or similar environment
- Record of successful line management and development of staff with proven team leadership and motivational skills
- Demonstrable experience of developing and effectively managing financial and other resources including preparing, managing and monitoring budgets, as well as financial reporting and analysis to inform financial and strategic decision-making
- Proven success in operational planning and in the development and effective implementation of strategic aims and objectives
- High level of digital literacy and IT skills including productivity suites (Microsoft Office, Google for work) , Web/Internet use and financial management systems.
- Strong analytical skills, and able to resolve problems
- Proven interpersonal and communication skills, able to persuade, influence and delegate as necessary, and to deal with internal and external contacts, and students as well as senior academic and professional services staff, appropriately
- Experience of influencing and collaborating constructively with colleagues at all levels
- Ability to demonstrate effective negotiation skills to work with and through others
- Excellent organisational skills and attention to detail, with an ability to plan and manage a demanding workload to meet tight deadlines
- Ability to work to own initiative and without close supervision
- Able to deal positively and constructively with change and to juggle conflicting priorities



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- Ability to plan, organise and implement often complex multi-functional administrative activities
- Ability to exercise sound judgement and respond constructively to challenging situations

Desirable characteristics of the postholder:

- Understanding of the UK's HE policies, processes and regulatory framework (e.g. UKRI funding, REF, KEF and TEF)
- Experience of change management
- Experience of working with or as part of a senior team and advising senior colleagues.
- An interest in and enthusiasm for contemporary art, design and culture
- Innovative and flexible approach to work.
- Experience of university systems and software, including Financial (Agresso), HR/Payroll (iTrent), and student database systems

Additional Information

- Location: Battersea
- 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



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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 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.



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Events

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