



Royal College of Art

Postgraduate Art and Design

February 2013

Dear Applicant,

Research Co-ordinator, CCA (Maternity Cover)

Thank you for your enquiry.

Please find enclosed a job description, including pay and benefits, relating to the post of **Research Co-ordinator, CCA (Maternity Cover)**. An application form and equal opportunities monitoring form should be returned to me by Thursday 14 March 2013 (either through the post or via email.) Both forms are available to download from the website on the Current Vacancies page.

Please note it is vital that all sections of this form are completed. The 'Additional Information' section is particularly important to the selection process; you should use this to outline the skills, knowledge and experience that you have which specifically relate to the job description and person specification for the post. You may continue on separate sheets if necessary.

If you are disabled and require help completing your application form, or if you will require help or special facilities should you be shortlisted for interview, please telephone me, in confidence, on 020 7590 4148 or e-mail me on rachael.stone@rca.ac.uk.

Completed application forms should be sent to personnel@rca.ac.uk or Personnel Department, Royal College of Art, Kensington Gore, London SW7 2EU.

We look forward to receiving your application.

Yours sincerely

RACHAEL STONE
Personnel Assistant





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JOB DESCRIPTION

Post: Research Co-ordinator (Maternity Cover)

Department: CCA

Grade: 6

Responsible to: Head of Programme

Background:

The Royal College of Art is the only wholly postgraduate institution of university status devoted to the study of art, design, humanities and communication and has an international reputation for excellence in teaching, practice and research. The College has some 1,200 students following postgraduate courses and the staff, both full-time and part-time, totals approximately 380.

Curating Contemporary Art is one of the leading programmes in curatorial education and research. Together with several higher education institutions and museums we are a partner in a research project funded under the European Union Framework 7 programme, "European Museums and Libraries in/of the Age of Migrations".

Purpose of the Post:

To support the programme's collaboration in the above project, in conjunction with the Head of Programme and other researchers.

Main Duties and Responsibilities:

- Managing administrative co-ordination of the project, especially internal project documentation and finances.
- Managing the Work Package led by CCA which will deliver two exhibitions, a symposium, a research publication, a catalogue and the MeLa Clusters.
- Assist in the production of the CCA's MeLa exhibitions and publications.
- Assist in the procuring of funding for the above via funding application and sponsorship.



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- Liaison with academic collaborators in the UK and across Europe to ensure that the project objectives are met and the project implementation plans are completed to timescale.
- Liaison with academic collaborators in the UK and across Europe to facilitate the participation by the CCA team in the collaborator's output, as agreed in the RCA/MeLa contract.
- Any other duties as reasonably required by the Head of Programme.

Person Specification:

Essential:

- A track record in project administration within large-scale EU-funded projects, preferably exhibitions and publications.
- Experience in exhibition production.
- The ability to organise conferences and public events.
- Excellent IT skills, including Word, Excel, Databases, PowerPoint, the Internet and email.
- The ability to work flexibly and as part of a team.

Desirable:

- Experience in sponsoring work and writing funding applications.

Additional Information:

- The post is fixed term at 0.5FTE for up to one year to cover maternity leave.
- Salary working two and a half days a week: £14,199 – £16,279 inclusive of London Allowance.
- Normal hours total 17.5 hours per week pro-rata, within the hours of 9.30am – 5.30pm, Monday to Friday with an hour each day for lunch. Hours are in arrangement with the Head of Programme.
- 12.5 days annual leave plus extended breaks at Christmas and Easter, pro-rata.
- A contributory defined benefit pension scheme and interest free season ticket loan are available.

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PAY & BENEFITS

Pay Structures

Staff at the Royal College of Art are paid within one of eleven grades on the national 51 point pay spine.

The salary quoted in the job description is a range because it shows the entire grade assigned to the job. The salary offered to the successful candidate depends upon their experience and previous salary. Once appointed, staff (if in post by 31 March) will move to the next point on the salary scale each year on 1 August until they reach the maximum of the scale. In addition to these increments, a percentage rise will be negotiated nationally with the unions each year, and will also be awarded from 1 August each year.

Pension Scheme

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.

Sick Pay

In the event of sickness during the first six months of the appointment any payment of salary in addition to Statutory Sick Pay will be at the discretion of the College. After six months service full pay, less any benefits receivable under the Statutory Sick Pay Scheme will be payable for up to three months. Half pay will then be paid for a further three months together with any benefits receivable under the Statutory Sick Pay Scheme up to the limit of normal earnings. Further payment of salary, in whole or in part, will be at the discretion of the College.

Maternity & Paternity Leave

All female members of staff who have completed twelve months or more continuous service at the 11th week before the expected week of childbirth (EWC), are entitled to maternity pay equivalent to 26 weeks full pay and 13 weeks statutory maternity pay. The total maternity leave may total 1 year. Paternity leave and additional paternity leave is available to qualifying members of staff whose spouse/partner is having a baby or adopting a child. It is available to both men and women who are partners of the child's mother.

Compassionate and Parental Leave

The College will give sympathetic consideration to requests for



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compassionate leave, dependent upon individual circumstances.

Parents of children under five are entitled to 13 weeks unpaid parental leave (different rules apply for adopted and disabled children).

Occupational Health

Occupational Health support for the College is provided by Imperial College's Occupational Health Service at their South Kensington Campus.

Staff Development

The College's commitment to staff development is expressed through the Staff Development Policy, which includes the following statement:

"The Royal College of Art is committed to the support and promotion of relevant staff development and training. Staff Development is defined as policies, procedures and practices designed to develop the knowledge, skills and attitudes of staff and, by so doing, to improve the effectiveness and efficiency both of the individual and the College.

The Royal College of Art is committed to the development of all categories of its staff and recognises that the efficient and effective functioning of the College depends on its support and provision of staff development activities for academic and non-academic staff alike at all levels."

A full copy of the policy is available upon request.

Season Ticket Loans

The College offers an interest-free season ticket loan for public transport, which is repaid over the period of the loan by deductions from monthly salary payments.

Cycle to Work Scheme

The Royal College of Art has signed up to the Cycle to Work Scheme – part of the government's Green Transport Initiative – which allows employees to make significant savings on new bikes and/or safety equipment.

Childcare Vouchers

The Royal College of Art enables staff to purchase childcare vouchers, through its partner Edenred, as a salary sacrifice scheme.

Computing Services

The RCA's licensing arrangements allow staff to access software and services at home while employed at the College. Software available includes Office (Word, Outlook, Excel, PowerPoint), Adobe Creative Suite



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(Photoshop, Indesign etc) and Kaspersky Antivirus software. The College offers free online training tutorials for over 300 software titles for use on both Macs and PCs

Staff can also access their personal RCA email accounts and the College Intranet services from home, including our unique File Transfer Service, Room bookings and full remote access using VPN. Staff also have use of dedicated video conferencing and video production equipment and support.

Student Restaurant and Senior Common Room

Staff are entitled to use the Student Restaurant, SnackBar and RCafé, which provides reasonably priced hot food and snacks through the day.

The Senior Common Room is a membership luncheon club which serves a more formal menu every lunchtime during term time. Every member of staff is entitled to join. There is an annual membership fee, which is reduced for part-time staff.

Drawing Classes

The Drawing Studio runs weekly drawing classes during term-time which are free for staff to attend.

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.