



JOB DESCRIPTION

Job Title: Postgraduate Programmes Administrator

Division: Research & Collections

Department: Research

Reporting to: Head of Postgraduate Programmes

The Research Department

The V&A's Research Department is part of the Collections Division and is charged with facilitating, promoting and conducting research across all aspects of the Museum's activities. The Department currently generates and effectively manages considerable income and activities through its postgraduate teaching and research programmes, and is poised to develop more on both fronts. The Department consists of a small number of permanent staff and a much larger number of fellows and curatorial staff seconded into its ranks in order to work on specific research projects—including major exhibitions, publications and externally funded collaborations – that improve knowledge of and access to the Museum's collections. Thanks to a generous grant from the Andrew W. Mellon Foundation, the V&A has launched a V&A Research Institute (VARI) that will take the Museum's flourishing research culture into a new phase and significantly increase the range, visibility and sustainability of the research activities across the Museum.

The Department hosts a large postgraduate community, in particular the V&A / RCA History of Design Programme (MA, MPhil and PhD,) which is co-run and co-delivered by a dedicated academic team based in the V&A's Research Department and in the School of Arts and Humanities at the Royal College of Art. It is the world's oldest and largest postgraduate programme in this field and is internationally recognised as the leading centre for postgraduate study in the history of design and material culture. Combining ambitious, rigorous and cutting edge scholarly approaches with first-hand understanding of material and digital artefacts, the History of Design programme offers students the unparalleled opportunity to be taught in the rich environments of the art school and the Museum. It currently caters for ca 60 MA students and 30 Mphil/PhD students.

In addition, the Research Department also operates as the home department for the V&A's doctoral partnerships. Since 2005, the Museum has worked with a wide range of UK universities on AHRC-funded Collaborative Doctoral Award studentships: it is now a member of the

Collaborative Doctoral Partnership Consortium and hosts the national administrator for the scheme. In addition, the V&A is an external partner in seven of the UK's eighteen AHRC Doctoral Training Partnerships/Centres for Doctoral Training, and serves as a heritage partner for SEAHA (Centre for Doctoral Training in Science and Engineering in Arts, Heritage and Archaeology).

Purpose of Job

To provide administrative support for the Research Department's existing and developing Postgraduate Programmes— including, first and foremost, the V&A/RCA History of Design Postgraduate Programme—in close collaboration with the academic team as well as administrators at the Royal College of Art and the V&A Research Department. Additionally, to provide administrative support for the strategic development of academic partnerships.

Main Duties

1. Financial Control and Administration for the V&A/RCA History of Design Programme:

To help manage the V&A/RCA History of Design Postgraduate Programme's budget in consultation with the budget holder/s. This will involve:

- Raising orders (and authorising them where they are within assigned limits) using NAV, the Museum's electronic ordering system, as well as by other methods, and arranging for delivery of goods and services from suppliers offering best value to the Museum.
- Checking and authorising invoices for History of Design expenses up to agreed limits, and recording all expenses claims made against the History of Design budget.
- Developing and operating spreadsheet (and hard copy) financial monitoring systems to track the History of Design Postgraduate Programme's financial position and providing reports to the Head of Postgraduate Programme and to the Museum's Finance and Central Services Department.
- Resolving any financial queries on any aspect of the History of Design Postgraduate Programme's financial management with suppliers, contractors, Finance or those commissioning services.
- Providing summaries, statements and predictions of the History of Design Postgraduate Programme's financial position based on known or predicted expenditure.
- Implementing financial policies formed by the budget holders.

2. Administrative support for the V&A/RCA History of Design Programme:

- To provide support to the Head of Postgraduate Programmes and Tutors and to the Research Grants Manager in relation to the Department's academic programmes, actively managing resources to advance the Department's and the Museum's strategic priorities.
- To support the team in relation to the overall organisation of programming, recordkeeping, and promotion of academic programmes. This includes:
 - the scheduling of curriculum;
 - the co-ordination of student placements;
 - the organisation of travel and study trips in the UK and abroad;
 - the processing of student research work and organisation of related paperwork;
 - the organisation of new students' induction to the V&A; and
 - to work with the V&A/RCA History of Design team at the V&A and RCA on promotional materials for the purposes of recruitment, alumni relations and fundraising.
- To provide administrative support with the scheduling and arranging of spaces and activities for the academic programmes.
- To provide logistical support for regular seminars, handling sessions, colloquia and workshops.
- To monitor and manage the digital and print communication around the academic programmes, including website pages, newsletter, blog, mailing lists and digital and printed publicity.
- To act as an administrative liaison to other Departments of the Museum, particularly in Collections, Development, and Finance.

3. Administrative support for postgraduate study at the V&A

- To act as the primary point of contact for all postgraduate students hosted by the V&A
- To liaise with the CDP administrator and Senior Research Tutor to support the postgraduate community
- To support the VARI Teaching and Training Coordinator and other members of the department in the strategic development of academic partnerships
- To work with the other administrative staff in the Research Department and with other academic partners as directed.
- To maintain the postgraduate programme seminar rooms and library (including furnishings and audio visual equipment); to manage library holdings (including acquisitions, catalogue management, and general upkeep); to work with V&A, RCA and

other relevant support staff on ordering and maintaining computer equipment; to oversee works conducted in the postgraduate programmes rooms.

- To be committed to health and safety and ensure familiarity with all of the Museum's health and safety policies and procedures.
- To be security conscious, ensure familiarity and co-operation with all Museum security procedures and ensure you wear a security pass at all times when on Museum premises.
- To promote equality and diversity in all aspects of your work by developing and maintaining positive working relationships, ensuring that colleagues are treated fairly and with respect/dignity and actively contributing to developments that support the V&A's strategy for widening access, inclusion and diversity.
- To carry out ad hoc duties as requested by appropriate managers within your department.

PERSON SPECIFICATION

Essential Requirements

1. Administrative experience, preferably in a busy public institution.
2. Experience in financial management.
3. An undergraduate degree or equivalent professional experience in an appropriate field.
4. Excellent organisational skills, including the ability to see end goals and to anticipate likely problems in advance.
5. A thoughtful and meticulous approach to balancing and prioritising multiple tasks, with the ability to deliver on time and to see projects through in a thorough manner.
6. Confidence and diplomacy in dealing with a diverse range of colleagues working at all levels within and outside the Museum.
7. Excellent interpersonal skills and the ability to deal clearly and sensitively with a broad range of people, including students, in written and oral communication.
8. Good IT skills including experience in use of Microsoft Office (particularly Word, Excel and PowerPoint), and the ability to learn new systems.
10. Aptitude towards cross-institutional team working and flexibility on sharing team workload.

11. Discretion and the ability to work under pressure, showing a resilient attitude to a shifting workload.

Desirable Requirements

1. Work experience in a museum and/or an academic institution.
2. Audio-visual equipment and video conferencing experience.
3. An interest and qualification in art, design and/or research.
4. Experience in minute-taking.
5. A working knowledge of a second language.
6. Experience in compiling and editing texts.

OTHER INFORMATION

Hours/Salary:

Net working hours (i.e. excluding meal breaks) are 36 per week.

The salary for this role will be £21,866 - £25,455 per annum. Salaries are reviewed on an annual basis.

Annual leave:

28 days plus 8 days public holidays

Pension benefits:

You will be auto enrolled into the Museum's Group Personal Pension Scheme and have the opportunity on completion of Probation to an enhanced pension provision, including an employer contribution of 10%.

Other benefits:

Non-contributory life assurance policy (to value of 4 x annual salary)

An interest free season ticket or bicycle loan is available after three months.

Free entrance to all the major museums and exhibitions in London as well as many others.

Subsidised staff restaurant

Discounts on purchases in V&A shops

Childcare Voucher Scheme

Application process:

Please apply online via the V&A's website at www.vam.ac.uk/jobs

If you have any queries regarding the recruitment process, you can email us – hr@vam.ac.uk or telephone us on 020 7942 2937.

Closing date for receipt of applications is midnight 18th June 2017

Interviews to be held on 29th June 2017

Interview expenses will not be paid unless there is a prior agreement.