



NORWICH UNIVERSITY OF THE ARTS

Course Leader: BA (Hons) Interior Design



**NORWICH
UNIVERSITY
OF THE ARTS**

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Supporting Information

Norwich University of the Arts (NUA) is a dynamic, modern and creative community providing arts, design, architecture and media education from a unique campus at the heart of the city's cultural quarter. Whilst the institution's history can be traced back to 1845, we are contemporary and forward thinking with industry standard facilities. NUA's mission is to be the best specialist university for Arts, Design, Architecture and Media study in Europe, producing graduates of the highest quality and inspiring students and staff to achieve excellence in the creative and cultural spheres.

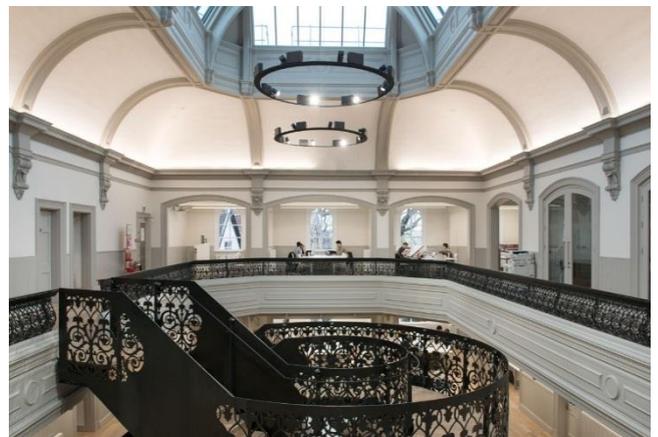
Students and alumni win a wide range of prizes and awards for their work at national and international levels including an Oscar nomination, two BAFTAs, several coveted D&AD Yellow Pencils, The Tigerprint Award at New Designers and prizes from Bradford Textiles Society, Association of Photographers, Graduate Fashion Week and Jerwood. 94% of undergraduate and 97% of postgraduate students are in employment or further education within six months of graduating. Our graduates are influential contributors and commentators on the creative and cultural industries they serve.

We continue to grow our student numbers through the introduction of new courses, responding to what industry tells us is needed, which continues to strengthen our position as a university able to attract the best and most committed students.

If you are successful in your application, you will join a dedicated, friendly team of academic and professional services staff. We realise making career choices requires careful consideration and hope that as you learn about us you will be inspired by our ethos and plans for the future of NUA and that you will want to join our team.

Professor John Last
Vice Chancellor

For further information on the NUA and our Community please view the **Joining our Creative Academic Community** document on our website.



Course Leader: BA (Hons) Interior Design

Full time

£39,324 to £46,924 per annum plus Course Leader Allowance

Norwich University of the Arts is a successful, specialist University offering high quality courses in creative arts at both undergraduate and postgraduate levels. Our mission is to be the best Specialist University for Arts, Design, Architecture and Media study in Europe, producing graduates of the highest quality and inspiring students and staff to achieve excellence in the creative and cultural spheres.

BA (Hons) Interior Design at NUA is an exciting venture for NUA and this vibrant course will see its second intake of students in September 2017. We embrace diversity and promote innovation in our approach to studying interior design and the curriculum is designed to support students as they embark on careers within the industry. The course is located alongside other practice-based disciplines in the Faculty of Design and Architecture where students benefit from becoming part of a wholly creative community of makers, doers and thinkers. Well-resourced workshops, library, open lectures, exhibitions, events and collaborative projects with students across disciplines enhance the student experience at NUA.

Following the successes of the current post-holder in developing and launching the course, we are now seeking to appoint a Course Leader with the drive, ambition and experience to continue to lead, promote and deliver this flourishing award. The successful candidate will possess a comprehensive knowledge of contemporary interior architecture and design together with a deep understanding of the requirements for an undergraduate award that is clearly focused on preparing students for their future careers.

You will be able to demonstrate excellent skills in organisation and management. You will have a background of working professionally in a related area of interior architecture and design and bring with you strong professional relationships with high profile industry contacts. You will demonstrate an understanding of the current and future drivers for curriculum content and design and have an understanding of the wider Higher Education context and the current strategic imperatives faced by UK universities.

Committed to equality and valuing diversity.

As an equal opportunities employer, we welcome applications from all suitably qualified persons. We would particularly welcome applications from the black, Asian and minority ethnic (BAME) community who are currently under-represented at this level in this area. All appointments will be made on merit.

Closing date: Friday 7th July 2017

Interviews will be held on: Wednesday 26th July 2017



Job Description

Course Leader: BA (Hons) Interior Design

Reports to: Dean of Faculty of Design and Architecture

Job Purpose

To provide academic and managerial leadership, co-ordinate course delivery and ensure academic and professional relevance of the course. Work collaboratively with course teams, Deans of Faculty and Managers in the delivery of a high-quality student experience.

To lead, teach, promote learning and undertake assessment in the post holder's specialism and other agreed disciplines.

To engage in relevant areas of professional practice, research and scholarly activity (including pedagogy), ensuring that these contribute to the fulfilment of the objectives of the University's Strategy for Learning and the Research Strategy.

The main responsibilities outlined in this job description are generic for a Senior Lecturer and Course Leader role. Where the role does not include Course Leadership the postholder will be expected to contribute to the management of the course in collaboration with the Course Leader.'

Main Responsibilities

Teaching and academic duties

- Lead, teach, promote learning and undertake assessment in specialism and other agreed disciplines across the institution.
- Develop and implement effective learning, teaching and assessment methods.
- Contribute to innovation in learning, teaching and assessment within the subject and more widely across the University.
- Act as a personal tutor and provide pastoral guidance for students.
- Undertake curriculum development in the area of specialism.
- Set, mark, assess and provide feedback on student work.
- Manage the student assessment and progression procedures, providing such information and reports as necessary for the conduct of Assessment and Award Boards.
- Liaise with external examiners to ensure effective procedures at mid-year and end of year assessments.
- Maintain appropriate course and student records.

Course and staff management duties

- Provide academic and managerial leadership on one or more awards or areas, including creative practice, research and professional practice, helping to ensure high levels of student satisfaction and increasing progression to professional level employment and postgraduate courses.
- Take an active role in course development and preparation of course documentation.
- Undertake the recruitment and selection of students including external recruitment fairs and University Open Days and interviewing of applicants.
- Oversee and co-ordinate course timetabling.
- Plan, design and develop course objectives and associated learning materials.
- Contribute to the annual monitoring of courses and promote student progression.

- Participate in course approval and review events and quality management and enhancement procedures.
- Contribute to course, NUA promotion, marketing and publicity, raising the profile regionally, nationally and internationally.
- Carry out Appraisal Development Reviews with staff teams and advise the line manager of the training and development needs of staff.
- Work collaboratively with course teams, Deans of Faculty and Managers to ensure appropriate curriculum development and high quality student experience.
- Liaise with the Resources Manager in planning access to workshops and other facilities.
- Identify part-time staff requirements and ensure that appropriate procedures are adopted to engage part-time staff.
- Manage the workload of academic staff.

Budget, finance and resource responsibilities

- Manage the course budget in accordance with the Financial Regulations.
- Manage the course resources effectively and work collaboratively with central resource managers, ensuring value for money and high quality of student experience.
- Provide budgetary and resource information to Faculty and other managers, relating to the postholder's area of responsibility.

Committees

- Organise and chair and/or participate in regular course team meetings and Course Leader meetings.
- Contribute to the preparation of Assessment Boards in liaison with the line manager, Board Chair (and Academic Registry).
- Participate as a member of course approval and review panels as required.
- To attend centre and institutional committees and working groups as directed by the line manager or relevant member of SMT.

Additional duties

- Engage and collaborate in professional practice, research and scholarly activity (including pedagogy).
- Maintain up-to-date knowledge of the subject area.
- Participate in the University's Quality Management and Enhancement procedures.
- Undertake any other appropriate duties as may be required by the Vice-Chancellor.

Further information

Equal Opportunities

All members of staff are required to support the University's policy on equal opportunities and to ensure that their work practices reflect that commitment.

Health & Safety

All members of staff are responsible for ensuring their procedures and practices are compliant with the University's Health and Safety Policy.

Policies & Procedures

To comply with any policy and procedure as regularly updated and published on the intranet applicable to your role, e.g. Confidentiality, Data Protection, IT Acceptable Use, Disaster Recovery, Quality Management and Enhancement procedures etc.

Staff Development

Participate in Staff Appraisal and Development Review and Staff Development and Training activities as well as maintaining own subject knowledge.

Engage with the Higher Education Academy Professional Recognition Scheme as agreed with the line manager.

Confidentiality

Maintain confidentiality regarding all aspects of work.

Variation to Job Description

Norwich University of the Arts reserves the right to vary the duties and responsibilities of its employees within the general conditions of service. The duties and responsibilities outlined above will be periodically reviewed and may be altered as the changing needs of the University may require.

Person Specification

Course Leader: BA (Hons) Interior Design

Essential

Experience of leadership within Higher Education

Educated to at least Masters' level in a relevant discipline

Recognised teaching qualification/HEA Fellowship or commitment to achieving one within two years

Comprehensive knowledge of the interior design professions

Experience of preparing undergraduate students for careers involving interior design

A background of working professionally in a related area of interior design and/or architecture

Strong professional relationships with high profile industry contacts

An understanding of the current and future drivers for curriculum content and design and the wider Higher Education context, and the current strategic imperatives faced by UK universities.

Significant experience of learning, teaching and assessment at HE Level

Evidence of commitment to equality and diversity as they impact on recruitment, retention and student experience

Demonstrable knowledge of current subject developments

A successful track record in scholarly activity and/or professional practice

Broad knowledge of learning, assessment and student recruitment/progression issues

A team worker who possesses excellent organisational skills including time management

Sound communication skills

Ability and willingness to adapt to a changing environment

A commitment to developing innovative learning and teaching strategies

Ability to work as a personal tutor on a one to one basis

Ability to use Microsoft packages Word and Excel

Desirable

Experience of working within unit-based credit frameworks

General Information

Terms and Conditions of Appointment

On appointment, the successful candidate will receive a full statement of terms and conditions for Academic staff.

Duties

The duties and responsibilities are outlined in the job description contained in the post details pack.

Starting Date

This post is available on an indefinite basis from 1st August 2017.

Hours of Work

The standard hours of work for academic staff is 35 hours per week and any additional hours as are necessary for the proper discharge of your duties and responsibilities.

Salary

This post is on an incremental salary scale. The salary for this post is Grade 8, which is from £39,324 to £46,924 per annum.

Please note that it is the expectation that candidates will be appointed at the beginning of the salary scale and that they will normally move up the scale points within the Grade on 1st September each year, after completion of the relevant service.

Annual Leave

There is an annual holiday entitlement of 35 days, plus 8 statutory days. In addition, the University may grant up to 4 concessionary days leave per year when the University is closed.

Superannuation

This post is superannuable under the Teachers' Pension Scheme and you will automatically join the scheme upon appointment. Benefits are built up on a Career Average Revalued Earnings (or CARE) basis. The percentage contribution you will pay into the scheme will be based on your annual salary. The University will also contribute to your pension.

You can find out more about the pension scheme by visiting the Teachers' Pension Scheme website at <https://www.teacherspensions.co.uk/>

Interview Expenses

Reasonable travel and incidental expenses incurred in attending the interview will be reimbursed, subject to prior approval. You will be required to provide

receipts for expenses claimed. If you are offered the position and decline the offer, expenses will not be reimbursed.

Qualifications

Candidates invited for interview will be required to bring their original certificate as proof that they hold the qualifications listed as essential on the person specification for this role.

Eligibility to Work in the United Kingdom

If you are invited for interview you will be asked to provide original documentary evidence of your eligibility to work in the UK. This will normally be your current passport. Candidates will be provided with a list of documents that can be provided as evidence.

Overseas Applicants

If you are from outside the European Economic Area (EEA), you will need to obtain a visa through the UK Border Agency's Points Based System in order to work in the UK. More information on this is available on the Visas and Immigration section of the Home Office website.

For a skilled worker from outside the EEA to obtain a visa under Tier 2 of the Points Based System, the University must issue a valid Certificate of Sponsorship. Before this can be issued, the University must be satisfied that the post cannot be filled by a settled worker and that the individual will meet the points requirements of Tier 2.



Application and Recruitment Process

Accessibility

If you require copies of documentation in alternative formats, large print or Braille, please contact the Human Resources Department.

Job Description and Person Specification

Within this pack you will find the job description and person specification for the post for you to read before you complete your application form.

- **Job Description** – provides information about the main duties and responsibilities for the position. It also describes the purpose of the post.
- **Person Specification** – sets out information about the characteristics that are essential and desirable to perform the duties in the job description eg knowledge, skills, experience, abilities and qualifications that the ideal candidate will have to enable them to fulfil the duties of the role. Candidates will only be shortlisted if they meet all the essential criteria.

Application Form

The application form is the first stage in the recruitment and selection process and is a key element in being short-listed for an interview and the possible offer of a job. Therefore, it is important that you complete all relevant sections of the application form as clearly and as fully as possible.

These notes give guidance on completing the application form and also further information with regard to the post and the recruitment process.

If you have any queries regarding any aspect of the recruitment and selection process, please contact the Human Resources Department on 01603 756243 or by emailing jobs@nua.ac.uk.

Applications should be completed in full and should preferably be typed.

You may submit your application form electronically to jobs@nua.ac.uk. By completing and emailing the application form, you confirm you are accepting the terms of the declaration as detailed on the form and understand that any false statement or omissions may result in your application being withdrawn or your appointment being terminated.

Supporting Statement and Additional Information

Space is provided on the application form for you to write a statement in support of your application. You may wish to enclose additional sheets which should be clearly marked with your name and the position you are applying for.

Your statement in support should address all the criteria listed under the person specification and state how your previous and present experience enables you to satisfy each of the criteria, using specific examples that are relevant to the job. This will enable the short listing panel to assess your knowledge, skills, experience, abilities and qualifications against the requirements of the post.

If you have been out of paid employment for a time, or have never been employed, you may have transferable skills or experience gained through voluntary/unpaid work or domestic, social or community activities that you undertake.

Education/Qualifications

In your application you should give details of examinations passed and any professional qualifications or awards obtained. Please provide details of the grade (if applicable) and the date of the award. If you are invited for interview you will be asked to bring the original copies of the qualifications as set out in the essential and desirable person specification which will be copied and checked against your application form.

Submission of Curriculum Vitae

You may, if you wish, submit a CV with your application form. However, we are unable to accept CVs without a fully completed application form.

Referees

Please provide the names, addresses and telephone numbers or email address of two people who are able to provide you with a reference. The first person should be your current or most recent employer and the other person must be someone who is able to comment on your skills and abilities required for the post.

If you are not currently working, or have never been employed, you should give the name of someone who knows you well. This should not be a friend or relative.

References will not normally be taken up unless you are provisionally offered the positions. All offers of employment are subject to receipt of satisfactory references.

Equal Opportunities Monitoring

Norwich University of the Arts is committed to equality and diversity. All applicants will be considered on their abilities and will not be discriminated against on the grounds of age, disability, gender reassignment, pregnancy, race, religion or belief, sex and sexual orientation.

As part of its commitment to equality and diversity we undertake equal opportunities monitoring of our workforce and applicants to enable us to evaluate the effectiveness of our policies and procedures.

To help us with this commitment, all applicants are requested to complete and return the Equal Opportunities Monitoring form as part of their application. Information on the form will be treated as confidential and will be used in accordance with the requirements of the Data Protection Act 1998. The information will be used for statistical purposes only, other than for the successful candidate as the data will form part of their personal confidential record.

The form will detached from your application form before this is given to members of the short listing or interview panel.

Submission of Application Form

Completed documentation must be submitted by:

1700 on Friday 7th July 2017

This is a strict deadline and we regret we are unable to accept late applications.

The University cannot be held responsible for application forms which are lost or delayed in the post. If you post your application form, please ensure there is sufficient postage for the size and weight of the envelope.

Application forms should be emailed to jobs@nua.ac.uk or posted to:

Human Resources Department
Norwich University of the Arts
Francis House 3-7 Redwell Street
Norwich NR2 4SN

I would like to take this opportunity of thanking you for your interest in the position.

If you have any queries regarding any aspect of the recruitment and selection process, please contact the Human Resources Department on 01603 756243 or by emailing jobs@nua.ac.uk.

Interview Arrangements

If you are shortlisted for interview you will normally be contacted by telephone or email by a member of the Human Resources Department.

The date of the interview is:

Wednesday 26th July 2017

If you have been unsuccessful in your application we will write to you accordingly. Due to the high volume of applications we receive we are unable to provide feedback for applicants.

Shortlisted applicants are asked to bring proof of eligibility to work in the UK to their interview. This will normally be in the form of a passport which will be checked and a copy taken by a member of the Human Resources Department. For the successful candidate the copy will be held on the personal confidential file. Documents copied for unsuccessful applicants will be destroyed 6 months after the recruitment process has been completed.

Offers of Employment

All provisional offers of employment are subject to proof of eligibility to work in the UK, verification of qualifications, satisfactory references and completion of a medical questionnaire.

