NORWICH UNIVERSITY OF THE ARTS

LECTURER/SENIOR LECTURER:

Graphic Communication

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NORWICH UNIVERSITY OF THE ARTS

Supporting Information

We are one of the great British art schools: a specialist creative arts university that draws on 175 years of history, with our focus on the future and the role of creativity in addressing global challenges and opportunities.

We celebrate diversity and believe it to be at the core of any creative endeavour. Whatever your background, identity and prior experience, wherever you are from, we want you to bring your whole self to work each day, in an environment that recognises your unique contribution.

In choosing to work at Norwich University of the Arts you will join a community of creative academics, technicians and professional experts who are committed to delivering exceptional creative arts education, research and knowledge exchange. You will work in a stimulating and critically engaged workplace, where creativity of all our students will develop because of your commitment.

We are renowned for our teaching quality. Norwich University of the Arts has been praised for how we encourage our students through “experimentation, creative risk-taking and team-working.”

We are ranked a top-two UK creative arts university, the highest-ranked specialist creative arts university outside London in the Complete University Guide 2023. We were named University of the Year for Student Retention by the Sunday Times 2020 Good University Guide for the support we offer pre-enrolment to post-graduation. In 2021 we were ranked second in the World Brand Society’s league of Design Education Institutions of the Year. We won one award, came second in another, and were third in the University of the Year category at the 2020 WhatUni Student Choice Awards.

You will work in the heart of Norwich. We are proud of our award-winning campus, which has played a pivotal role in regenerating an exciting quarter of the city. Our 21st century teaching spaces and workshops are housed in renovated buildings with medieval, Victorian and Edwardian heritage. Norwich University of the Arts won the Outstanding Estates Strategy Award at the 2018 Times Higher Leadership and Management Awards.

Ninety-four per cent of our graduates are in work or further study six months after graduation, and Norwich University of the Arts won a Guardian University Award for Employability and Entrepreneurship in 2019 for our innovative ‘gamification’ of careers advice. You will find our graduates in key positions across and beyond the creative sector and industries. There are of course Oscar nominees and BAFTA winners, but also rising stars who are honoured across the creative industries: from D&AD Pencil winners, to emerging fine artists, photographers and fashion designers.

We understand that making career choices requires careful consideration. We hope that as you learn about us you will be inspired by our ambitions for the future.

Prof Simon Ofield-Kerr
Vice Chancellor

For further information on Norwich University of the Arts and our Community please view our website www.nua.ac.uk

LECTURER/SENIOR LECTURER:
Graphic Communication

Senior Lecturer: £43,414 to £51,805 per annum
Lecturer: £35,333 to £42,155 per annum

Committed to equality and valuing diversity

Norwich University of the Arts is committed to being an inclusive community that offers equality of opportunity and enables our staff and students to flourish and succeed, regardless of their background or personal circumstances.

Our commitment to equality, diversity and inclusion is embedded in everything that we do. We celebrate the diversity of our backgrounds, cultures and actions, promoting art and design as a catalyst of social change. As such, we are champions for the creative arts; empowering all of our students to be valued and productive members of society, with ambitions to change the world.

This post will contribute to the future direction and curriculum of both the BA (Hons) Graphic Communication and the BSc (Hons) User Experience Design courses and will have a role in developing and delivering innovative teaching. The role involves working closely with the Course Leader and Programme Director to strengthen the collaborative links with other courses and with industry.

The successful candidate will have a broad knowledge and experience of graphic communication practice in terms of visual identity and brand communications, motion graphics, campaign design/advertising, typography, digital design for web and UX/UI design. Ideally the candidate will have a proven track-record both in professional design practice and teaching at HE level.

You will be an advocate for responsible and inclusive practices with an ability to foster a climate of success through debate and co-creation of learning. You will be a champion for promoting diversity and equality in the graphic communication and UX design industries. You will have the ability to be an engaging, supportive and inclusive teacher who can deliver innovative and engaging digital and on-campus teaching sessions.

You will be able to demonstrate currency in your industry experience and/or research practice. You will be a strong team player able to demonstrate excellent skills in team-working, organisation and management.

The appointment will be made at either Lecturer or Senior Lecturer level dependent on the successful candidate's experience. We welcome applications from those currently working in education as well as industry-based professionals whom we can support in the development of their academic career.

Closing date: 5pm on 16th December 2022
Interview date: 23rd January 2023

Job description

Lecturer Graphic Communication

Reports to: Course Leader, Graphic Communication and User Experience Design

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Job purpose

- To provide teaching and learning using appropriate resources
- To engage in research, knowledge exchange, and/or creative practice
- To help deliver a contemporary, inclusive and innovative student experience which supports a diverse body of students in achieving excellence of practice and highly skilled employment and enterprise opportunities
- To contribute to fulfilling the strategic vision of the university through delivery of the operational plan

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Main responsibilities

Teaching, Learning and Assessment

- Assist in developing innovation, sustainability and inclusivity in learning, teaching and assessment
- Use a collaborative approach to teaching, assessment and preparation of course materials and resources
- Collaborate with industry, colleagues and students to develop a future-focused curriculum
- Act as a Year Leader and/or Unit Leader as appropriate
- Design, prepare and deliver relevant and engaging teaching sessions
- Assist the Course Leader in ensuring fair, accurate and timely internal and external assessment processes
- Provide effective and timely two-way communications and feedback with students

Research, Knowledge Exchange and Creative Practice

- Develop and implement a focused, ambitious and achievable personal development plan for research, knowledge exchange and/or creative practice
- Undertake research, knowledge exchange and creative practice that aligns to the strategic aims of the University and informs teaching
- Develop, create and publish recognised outputs
- Contribute to knowledge exchange and research opportunities and projects
- Support development of external networks with organisations, industry and other educational providers

Organisation and Management

- Supervise the day-to-day activities of staff working in teams you have oversight of
- Support the promotion of your course(s) to potential applicants nationally and internationally
- Contribute to the recruitment of students, working with the Course Leader to meet recruitment targets
- Work with the Course Leader to plan and deliver the course timetable according to given parameters and timelines
- Support quality enhancement processes including annual monitoring and periodic review
- Ensure appropriate resources are in place for the cohorts and groups you are responsible for
- Support effective budget management, ensuring value for money and a high-quality student experience

Additional Duties

- Maintain an active approach to continuing professional development and stay abreast of developments within your discipline(s)
- Participate in Committees, Boards and Working Groups as required
- Contribute to cross-university activities, particularly those that help facilitate delivery of the Strategic Plan
- Actively promote equality, diversity and inclusion
- Undertake any other appropriate duties as may be required by the Vice-Chancellor

Further information

Equality, Diversity and Inclusion
All members of staff are required to support the University's policy on equality, diversity and inclusion and to ensure that their work practices reflect that commitment.

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

Policies and 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

Lecturer Graphic Communication

Essential

- Broad knowledge and experience of graphic communication practice in terms of visual identity and brand communications, motion graphics, campaign design/advertising, typography, digital design for web and UX/UI design
- Ability to design and deliver high quality teaching which encourages experimentation; reflects contemporary practices and methodologies; and shows a demonstrable commitment to responsible and inclusive practices
- An emerging profile as a practitioner, researcher and/or industry professional
- An awareness of the professional and industry requirements of future graduates and commitment to developing an industry network
- Strong team working, organisational and time-management skills
- Commitment to responsible and inclusive practices, and to equity, diversity and inclusion generally
- Educated to degree level in a relevant subject
- Commitment to gaining a teaching qualification or equivalent professional recognition

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Desirable

- A postgraduate qualification in a relevant area and/or equivalent professional experience
- A proven track-record both in professional design practice and teaching at HE level

Job description

Senior Lecturer Graphic Communication

Reports to: Course Leader, Graphic Communication and User Experience Design

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Job purpose

- To support the management of designated courses in terms of teaching, learning and resources
- To engage in research, knowledge exchange and creative practice
- To help design and deliver a contemporary, inclusive and innovative student experience which supports a diverse body of students in achieving excellence of practice and highly skilled employment and enterprise opportunities
- To contribute to fulfilling the strategic vision of the university through delivery of the operational plan

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Main responsibilities

Teaching, Learning and Assessment

- Actively engage in developing innovation, sustainability and inclusivity in curriculum design, learning, teaching and assessment
- Collaborate with industry, colleagues and students to develop a future-focused curriculum
- Act as a Subject Leader, Year Leader and/or Unit Leader as appropriate
- Design, prepare and deliver relevant and engaging teaching sessions
- Work with the Course Leader to ensure fair, accurate and timely internal and external assessment processes
- Provide effective and timely two-way communications and feedback with students

Research, Knowledge Exchange and Creative Practice

- Develop and implement a focused, ambitious and achievable personal development plan for research, knowledge exchange and/or creative practice
- Undertake research, knowledge exchange and creative practice that aligns to the strategic aims of the University and informs teaching
- Develop, create and publish nationally and internationally recognised outputs
- Identify opportunities and funding, and contribute to, knowledge exchange and research opportunities and projects
- Build and maintain external networks with organisations, industry and other educational providers
- Provide Research and Knowledge Exchange mentorship

Organisation and Management

- Provide leadership and supervision for academic teams you are responsible for
- Engage in the promotion of your course(s) to potential applicants nationally and internationally
- Contribute to the recruitment of students, consciously working to meet recruitment targets
- Work with the Course Leader to plan, coordinate and deliver the course timetable according to given parameters and timelines
- Support quality enhancement processes including annual monitoring and periodic review

- Ensure appropriate resources are in place for the cohorts and groups you are responsible for
- Contribute to effective budget management, ensuring value for money and a high-quality student experience

Additional Duties

- Maintain an active approach to continuing professional development and stay abreast of developments within your discipline(s)
- Chair and/or participate in Committees, Boards and Working Groups as required
- Contribute to cross-university activities, particularly those that help facilitate delivery of the Strategic Plan
- Actively promote equality, diversity and inclusion
- Undertake any other appropriate duties as may be required by the Vice-Chancellor

Further information

Equality, Diversity and Inclusion
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Health and Safety
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Policies and Procedures
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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
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Person Specification

Senior Lecturer Graphic Communication

Essential

- Broad knowledge and experience of graphic communication practice in terms of visual identity and brand communications, motion graphics, campaign design/advertising, typography, digital design for web and UX/UI design
- Proven ability to develop and deliver innovative learning and teaching strategies to promote an inclusive learning environment
- A developing national and/or international profile as a practitioner, researcher and/or industry professional
- An understanding of the professional and industry requirements of future graduates and a growing industry network
- Excellent skills in organisation and management, with a collaborative and collegiate approach to teamworking
- Commitment to responsible and inclusive practices, and to equity, diversity and inclusion generally
- A postgraduate qualification in a relevant area and/or equivalent professional experience
- Commitment to achieving a recognised teaching qualification / HEA Fellowship

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Desirable

- Recognised teaching qualification/HEA Fellowship
- A proven track-record both in professional design practice and teaching at HE level

General Information

Terms and Conditions of Appointment

On appointment, the successful candidate will receive a full statement of terms and conditions for Academic staff. The main conditions are summarised below.

Duties

Within this pack you will find a job description outlining the duties and responsibilities for this role.

Starting Date

This post is on an indefinite basis and is offered for the successful candidate to commence as soon as they are available.

Hours of Work

The standard hours of work for academic staff are not less than 35 hours per week and any additional hours as are necessary for the proper discharge of your duties and responsibilities.

Salary

The salary for the Lecturer post is Grade 7, £35,333 to £42,155 per annum.

The salary for the Senior Lecturer post is Grade 8, £43,414 to £51,805 per annum.

It is anticipated that the starting salary will be at the beginning of the salary scale.

Annual Leave

There is an annual holiday entitlement of 35 days, plus 8 statutory days. In addition, the University may grant 4 or 5 concessionary days leave per year when the University is closed.

Pension

You will automatically join the Teachers' Pension Scheme. Benefits in this scheme 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 www.teacherspensions.co.uk

Interview Expenses

If it is necessary for you to travel to the main campus for your interview or a site visit, reasonable travel and incidental expenses will be reimbursed in line with the University's Candidate Interview Expenses Guidelines which are available on request. You will need to provide receipts for expenses claimed. However, if you are offered the position and decline the offer, expenses may not be reimbursed.

Right to Work in the United Kingdom

As part of the University's recruitment process, we will check that all prospective employees are eligible to work in the UK prior to them commencing employment.

If you are unsure of your right to work, you can use the Gov.uk visa checking tool to establish your eligibility and options relating to visas.

Please be aware that all visa routes have their own eligibility criteria and not all roles/applicants would be eligible for sponsorship under the Skilled Worker visa route.

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 assessment process.

Referees

References will not normally be taken up unless a provisional offer of employment is made. All offers of employment are subject to receipt of satisfactory references.

Application and Recruitment Process

Job Description and Person Specification

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

- The **Job Description** provides information about the main duties and responsibilities for the position. It also explains the purpose of the post.

- The **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 demonstrate in their application that they meet all the essential criteria.

Application Form

We ask that applicants complete the application form in full and as clearly as possible.

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.

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.

Equal Opportunities Monitoring

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

To assist with this commitment, you are asked to complete the Equal Opportunities Monitoring section of the application form. Information provided will be treated as confidential and will be used in accordance with the requirements of the Data Protection Act as set out in the Job Applicant Privacy Notice.

Submission of Application Form

Please submit your completed application form to jobs@nua.ac.uk

The closing date for this vacancy is:

5pm on 16th December 2022

We regret we are unable to accept late applications.

Interview Arrangements

Interviews will normally be held on campus. However, should the situation and Government guidance change, interviews may initially be held remotely followed by a second stage on site visit.

If you are shortlisted for interview you will be contacted by a member of the Human Resources Team.

The date of the interview will be:

23rd January 2023

If your application is unsuccessful on this occasion you will be advised by email. Due to the high volume of applications we receive we are unable to provide feedback for applicants.

Shortlisted applicants will be asked to provide proof of eligibility to work in the UK. For the successful candidate the copy will be held on the personal confidential file. Documents obtained for unsuccessful shortlisted applicants will be destroyed 12 months after the end of the relevant recruitment process.

We would like to take this opportunity of thanking you for your interest in this position and to wish you success with your application.

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