



Royal College of Art

Postgraduate Art and Design

November 2011

Dear Applicant,

Head of Programme, Interior Design

Thank you for your enquiry.

Please find enclosed a job description, including pay and benefits relating to the post of **Head of Programme, Interior Design**. An application form and equal opportunities monitoring form should be returned to me by Friday 25 November 2011 (either through the post or via email.) Both forms are available to download from the web-site 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 relates 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

ROYAL COLLEGE OF ART

JOB DESCRIPTION

Post: Head of Programme, Interior Design

Responsible to: Dean of Architecture

Responsible for: The Programme's staff

Grade: 11

Background:

The Royal College of Art is the only entirely postgraduate institution of university status devoted to teaching, learning, research and practice in art, design and communication. The College has some 1,000 students registered for MA, MPhil and PhD degrees and there are approximately 350 full and part time academic, technical and administrative staff.

The College is located on two sites in Central London. The main campus is in South Kensington, where its neighbours include the Royal College of Music, Imperial College London, Victoria & Albert Museum, Natural History Museum and the National Museum of Science and Industry. Currently the Sculpture and Painting Programmes are located in Battersea, and will be joined by Printmaking and Photography in 2012, bringing the School of Fine Art together on one site. As the Battersea campus undergoes major development and grows in capacity, it will host additional programmes.

The College has a long history of achievement in art and design education, numerous eminent graduates and a remarkable record of graduate employment.

About the Programme:

Interior Design is a newly created Programme within the Architecture School, aiming to enrol its first cohort of students in 2012/13

General Responsibilities:

- To establish an academic philosophy and vision for the Programme in keeping with the mission of the College; to develop and implement policy and strategy in line with this vision

- To lead academic innovation in the discipline and ensure it is reflected in the curriculum; and to assume overall responsibility for the content, development, delivery, monitoring and quality of the Programme
- To promote the work of the Programme in the relevant professions and industries both nationally and internationally
- To play an active role in the development of the School through membership of the School Academic Management Team
- To lead the staff team and direct and manage all the activities of the Programme within the resources available. The activities include: teaching and learning, research (in liaison with the School's Research Leader), professional practice, technical support, external relations, staff development, quality assurance, staff and student welfare and health and safety
- To make an individual contribution to the academic work of the Programme based on personal expertise, particularly through teaching and supporting learning and research
- To engage in personal research at a level and of a character which will enhance the research profile of the College.
- To communicate and represent the interests of the Programme within the School and the College as a whole
- To facilitate the possibilities for collaboration with other Programmes in and beyond the School
- To contribute to planning, management, development and communication at institutional level through participation in College committees and other fora
- To work with the Head of Annual Fundraising and Alumni Relations on initiatives to promote fundraising for the Programme

Main Duties and Responsibilities:

The range and balance of responsibilities assumed by a Head of Programme (between teaching, research, management, external relations etc) depends on a variety of factors. These include the expertise and experience of the individual, the nature of the contract, the character of the discipline, the way it is taught and the staff profile. The following list indicates core areas of responsibility in an academic programme. The Head of Programme is expected to provide leadership across this range of responsibilities (but may in practice focus particularly on some and delegate others)

- **Teaching and Learning**

To ensure that appropriate recruitment, learning, teaching and assessment strategies, curriculum content and organisation are employed for the programme of study and are communicated effectively to students; to propose and initiate developments which improve the effectiveness of learning, teaching and assessment and which maintain the currency of the curriculum.

- **Research**
 To contribute to the development and implementation of a research strategy for the School in liaison with the Dean, the School Research Leader, the programme staff team and Research Office and in line with the overall College strategy for research; to ensure that this strategy has the potential to advance the research foci of the School and deliver credible outputs through staff and student research, practice-based and thematic research, and externally-funded research; to ensure that the curriculum reflects advances in the discipline through research.
- **Staff Management**
 To be responsible for, in consultation with the Dean, the recruitment of staff in the Programme; to manage and appraise their performance; to delegate responsibility for these activities where appropriate and monitor the effectiveness of such arrangements; to enable staff to become more effective in their roles through personal and professional development.
- **Resource Management**
 To manage and monitor the use of facilities and the deployment of available resources to the benefit of the students and in line with the established policy and strategy of the School Academic Management Team. Where responsibility is held for a facility or resource intended for use by students from a number of programmes, to direct, manage and monitor use to the benefit of all and to ensure that facilities and resources are used by staff and students in accordance with appropriate regard for health and safety and in accordance with relevant regulations.
- **Student progress and welfare**
 To implement College systems for enabling, supporting and monitoring students' academic progress and personal welfare; to establish systems which ensure effective feedback from students on the quality of their learning or research expertise.
- **Examinations**
 To participate in student assessments, to chair Admissions and Examinations Boards and to ensure that there is compliance with the College regulations for the constitution and conduct of Admissions and Examinations Boards; to attend meetings as required by the College to report and discuss the outcomes of Examinations.
- **Quality Assurance and Enhancement**
 To ensure the Programme's alignment with the College's systems for academic quality and standards assurance (for example in the preparation of School annual

review documents, appointment of External Examiners and Internal Moderators, leading preparation for, and participation in, periodic validation events).

- **Information and documentation**

To ensure the accuracy, reliability and consistency of any printed or electronically published information about the Programme and its activities intended for the students, staff or public, including annual reviews, prospectus entries, staff profiles, research reports etc.

- **Internal liaison and communication**

To liaise with other staff within the School and the College for the purpose of sharing good practice and promoting interdisciplinary activity for the benefit of students; to ensure the dissemination of information about the Programme within the College; to ensure the dissemination of information from School and College sources within the Programme.

- **External liaison and collaboration**

To direct and manage the Programme's external relations; maintaining and developing contacts and collaboration with other institutions, public bodies, funding organisations, commerce and industry to the benefit of the Programme and its students; where a formal collaboration with another institution is involved, to ensure that appropriate systems are in place to review regularly the basis of the collaboration and ensure that it is working to the satisfaction of both partners.

Person Specification:

A Head of Programme will have an established reputation in the discipline and the ability to provide energetic leadership and professional vision in a demanding academic environment and should have a combination of skills and experience acquired in both academic and professional contexts which provide the competence to fulfil the managerial, teaching and research aspects of the role.

The post holder may be appointed as a Professor, if he/she fulfils the criteria below:

A Professor must fulfil at least two of the following criteria:

- Outstanding contribution, by research and professional practice and through publications, exhibitions or equivalent, and academic leadership at postgraduate level to the advancement of learning and/or the application of knowledge in the discipline professed

- Outstanding contribution as an effective teacher of postgraduate students and, through teaching, significant contribution to the advancement of his or her subject
- Acknowledged international standing in his or her subject or profession.

Additional Information:

Full-time equivalent salary dependent upon level of appointment: from minimum of £56,267 per annum inclusive of £2,134 London Allowance (pro-rata for part-time).

Time to conduct research may be allocated to the person appointed within the contract and salary agreed. Such an allocation is dependent on the research profile of the applicant, the proposed research activity and the planned outcomes of the research. Any allocation of time for research is subject to review.

The post may be undertaken full-time or part-time, at a minimum of 0.2.

Members of the academic staff are currently employed on renewable contracts initially for a period of up to three years, the first year of which is probationary.

Members of the academic staff are entitled to 35 days annual leave (pro rata for part-time employees) plus extended breaks at Christmas and Easter.

A contributory final salary pension scheme and interest free season ticket loans are available.

September 2011

ROYAL COLLEGE OF ART

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.

Annual Leave

The annual leave allowance for staff is 25 days per year, 30 days for senior administrative staff Grade 10 or above, and 35 days for academic staff (pro rata for part-time staff). Staff also receive paid leave during College closures at Christmas and Easter and national holidays.

Pension Scheme

The Royal College of Art is a member of the Superannuation Arrangements of the University of London (SAUL). It is a final salary, contributory scheme. It provides a pension of $1/80 \times$ final pensionable salary (plus a lump sum of three times the annual pension) for each year of service and includes a death in service benefit of four times annual salary. Your pension increases with your salary and with service.

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 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 can total 1 year. Male staff that have completed 12 months or more continuous service are eligible for 2 weeks paid paternity leave.

Compassionate and Parental Leave

The College will give sympathetic consideration to requests for 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 now 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.

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 (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 free 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.