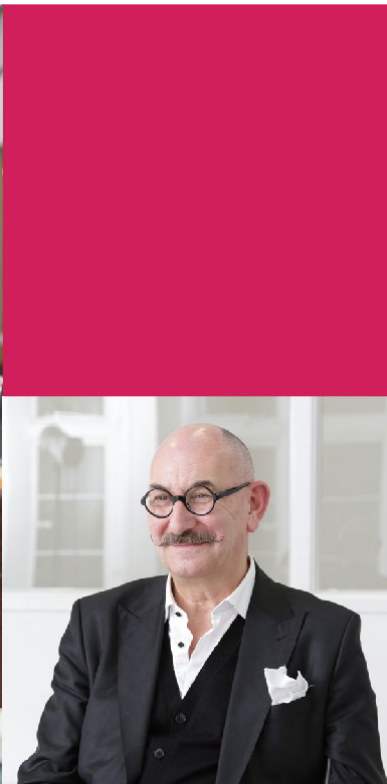


# ual:

# Working at University of the Arts London

Information for candidates



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## Our colleges



The University has a world-class reputation and is made up of 6 equally renowned Colleges: Camberwell College of Arts, Central Saint Martins, Chelsea College of Arts, London College of Communication, London College of Fashion and Wimbledon College of Arts.

## Our achievements

University of the Arts London is built upon the achievements of its students and staff and their contributions to the global creative economy and community. Our talented staff help form a diverse and collaborative learning environment which inspires our students.

UAL offers an extensive range of courses in art, design, fashion, communication and performing arts. Our graduates go on to work in and shape the creative industries worldwide. UAL is ranked second in the world for Art and Design in the 2021 QS World University Rankings®.

# Applying to work at UAL

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## **Equality, diversity and inclusion**

As an employer, we are committed to equality. We want to be an organisation that people are proud to be part of. The University's Strategy, Staff Charter and Dignity at Work Policy sets out our commitment to promote equality, diversity and inclusion for all staff regardless of age, caring responsibilities, disability, gender, gender identity, nationality, race, religious belief (or no belief) and sexual orientation.

We pride ourselves on the rich diversity of our student and staff community and are committed to creating a supportive, inclusive environment for all those who work, study or participate in university activities.

UAL is committed to creating a diverse and inclusive university - a place where we all can be ourselves and reach our full potential in our work, learning and creative practice.

We offer a range of family friendly, inclusive employment policies, flexible working arrangements and Staff Support Networks. We welcome applicants from diverse backgrounds, including race, disability, age, sex, gender identity, sexual orientation, religion and belief, marriage and civil partnership, pregnancy and maternity, and caring responsibility. .

## **Equal opportunities monitoring**

As part of the application process, we ask all candidates to complete the online equal opportunities monitoring information. The information on the form will be treated as confidential and used for statistical purposes only. The form will not be treated as part of your application. All data will be handled anonymously and confidentially and will not be seen by anyone involved in the selection process.



# Guidance on completing the application form

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## Application process

To apply, you will need to follow the online application process specific to the post you are applying for. Where applicable, the online application form may set out a number of competence questions related to the selection criteria for the post. Shortlisting will be based on your responses to these questions. Please make sure you provide evidence to demonstrate clearly how you meet these criteria. All applications must be made through the online applications portal. We cannot accept emailed applications or speculative CVs.

Please check the application deadline as applications cannot be considered after the closing date.

## Personality assessment

Where applicable, shortlisted applicants may be required to undertake the CREDO on-line personality assessment. This assessment provides us with a valuable insight into your preferred working style, interests and values. We will use your assessment to focus our interview discussion with you, in order to assess the fit between your profile and the role. At the end of the selection process each candidate will be offered the opportunity to receive a copy of the CREDO candidate development report. Staff selection decisions will never be made solely on the basis of a psychometric assessment.

# The application process

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## References

Applicants will be required to provide two referees who will be contacted either prior to interview or before an offer of employment is made and must include your current or most recent employer. Where the role involves work on a one-to-one basis with people under 18 years of age, two referees who have known you continuously for at least two years must be provided.

You can indicate on the application form if you do not wish us to contact your current employer prior to interview.

## Feedback

Due to the high volume of applications received for our vacancies, we regret that feedback is only available at the discretion of the recruiting manager following the interview stage.

## Eligibility to work

All job offers are conditional on you providing proof of your eligibility to work in the UK.

If you don't currently have the necessary document required to gain permission to work and live in the UK, UAL is able to offer sponsorship for skilled worker visa subject to UK Border Agency (UKBA) requirements. Further information is available on the [Home Office website](#).

## Relocation assistance

UAL operates a relocation assistance scheme for newly appointed employees. To qualify you must be appointed to a contract of at least two years duration, currently live outside a 50-mile radius of UAL and wish to move significantly closer to your workplace. Full details of the scheme are available from Human Resources.

# Safeguarding of children, young people and vulnerable adults



We are committed to providing a safe and secure environment for students, staff and visitors.

UAL recognises its particular responsibility to safeguard the wellbeing of children, young people and vulnerable adults by ensuring that there are appropriate arrangements in place to provide a safe and secure environment and to deal with issues concerned with suspected or reported abuse.

If your role requires you to work with children, young people and vulnerable adults, you may be required to apply for and receive a satisfactory enhanced check by the Disclosure and Barring Service.

The cost of this check is met by the University. Further information is available on the [government website](#).

# Summary of terms and conditions of service

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## **Salary**

The starting salary is usually at the bottom of the quoted salary scale with progress by annual increments effective from 1 August until the maximum competence range of the grade is reached.

Salaries are paid on the last working day of the month directly into bank or building society accounts.

## **Working times**

The standard full time week is:

### *Non-Academic staff*

Grades 1 – 6: 35 hours a week  
Grades 7 and above: 37 hours a week.

### *Academic and Research staff*

37 hours a week.

Start and finish times are agreed by local line managers and staff are expected to work flexibly to meet operational needs.

## **Annual leave**

The leave year for non-academic staff runs from 1 August to 31 July.  
Grades 1 – 4: 31 days annual leave per annum.  
Grades 5 and above are entitled to 34 days annual leave per annum.

The leave year for academic and teaching staff runs from 1 September to 31 August. Full-time staff are entitled to 39 days annual leave per annum.

Part-time/fractional staff receive annual leave on a pro-rata basis.

UAL is normally closed between Christmas and New Year and all staff are required to take a maximum of three days leave on those days.

All leave arrangements are subject to approval by the line manager.

## **Bank and public holidays**

Staff are entitled to receive normal remuneration for all bank and public holidays on which they would normally be required to work. Part-time or fractional staff receive bank and public holiday leave on a pro-rata basis.

## **Pensions**

The University is a member of the Local Government Pension Scheme (LGPS) and non-Academic staff automatically become a member of the Scheme.

Further information is available on the [LGPS website](#).

Academic staff who are in teaching positions, are automatically entered into the Teachers' Pensions (TP) scheme.

Further information is available on the [Teachers' Pensions website](#).

## **Academic Career Pathways**

UAL staff development programmes help academic and teaching staff to focus their skills and grow their academic career.

As a member of our academic staff you will be placed on one of three pathways: Teaching, Knowledge Exchange, or Research during your probation period. By framing personal development across these pathways, we can ensure we strive for excellence within all areas as a university. All pathways provide a clear progression through to Reader and Professor posts.

Further information is available on the [Academic Careers Pathway page](#)



# Staff benefits

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## **Season ticket and computer loans**

Staff may apply for an interest-free loan for the purchase of annual season tickets, rail and/or computer equipment. Computer loans are to a maximum of £1,000.

## **Cycle scheme and government Tax-Free Childcare (TFC)**

UAL operates a cycle to work scheme through salary sacrifice and the government Tax-free Childcare scheme which is now available in relation to all children under 12 (where parents qualify). TFC enables eligible parents to receive a contribution from the government of 20% of their childcare costs, up to an annual limit of £2,000 per child (or in the case of a disabled child up to £4,000). Parents can pay money into a childcare account and have the payments

topped up by the government. Full details of the schemes are available from Human Resources.

## **Staff development opportunities**

At UAL all staff are expected, and encouraged, to engage in continuing professional and occupational development to enable them to meet their own objectives and the University's strategic goals. UAL's staff have access to a wide range of development opportunities which include coaching, mentoring and regular staff development days and events.

## **Volunteering leave**

Staff have two days of paid leave to volunteer for any charity registered in the UK.

# Wellbeing benefits

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We take the wellbeing of our staff seriously and are continually improving the range of facilities and support available. UAL offers a huge range of benefits to staff. Some of these are wellbeing benefits such as family flexible policies, private medical insurance discounts, eye care vouchers and leisure discounts.

## **Family friendly policies**

UAL offers generous maternity, paternity and adoption leave packages which are more favourable than statutory requirements. Full details are available from Human Resources.

## **Work-life balance**

In tune with UAL's values, we are committed to helping our staff find a reasonable balance between working and non-working time. This allows to fully undertake family and caring responsibilities, and to enjoy leisure pursuits and other interests.

## **Eye care voucher scheme**

UAL offers staff, who use computers as a significant part of

their work, access to the university's eye care voucher scheme. Our chosen supplier for vouchers is Specsavers.

## **Flexible working**

UAL offers a number of supportive policies to aid work-life balance and create a family-friendly workplace. These include home-working and policies on special leave.

## **Employee assistance programme**

The University provides a confidential advisory and counselling service that is free to all UAL employees and their family household members. The service, which is provided through CiC and is available 24 hours a day, 7 days a week, covers legal, financial, consumer and personal advice – and is confidential.

If you have any questions about working at UAL or the application process, please contact Human Resources by telephone on +44(0)20 7514 6000.



**Human Resources, University of the Arts London, 272 High Holborn, London, WC1V 7EY  
Telephone +44(0)20 7514 6000**