

## JOB DESCRIPTION AND PERSON SPECIFICATION

**Job Title:** Programme Director – 3D Design & Craft:  
Interior Design, Product & Furniture Design

**Accountable to:** Dean of Design

**Contract Length:** Permanent

**FTE:** 1.0

**Weeks per year:** 52

**Salary:** £51,052 - £61,667 (potential for contribution  
pay up to £68,853)

**Grade:** 7

**College:** Camberwell and Chelsea Colleges of Arts

**Location:** Peckham Road and Millbank

### Purpose of Job:

To provide programme and course leadership for the 3D Design & Craft courses and management of associated areas within the college, including resources. To be responsible for the student experience, for the development and promotion of the subject and for effective communication within the staff team and between staff and students.

### Duties and responsibilities

- To lead the subject area, being an advocate for the 3D Design & Craft discipline at Camberwell and Chelsea Colleges
- To create and maintain positive and productive relationships with external organisations, nationally and internationally, and to initiate and develop opportunities for students and staff via these relationships.
- To manage the delivery, development and continuous improvement of 3D Design & Craft at Camberwell and Chelsea Colleges.
- To lead the development of 3D Design & Craft and to take overall responsibility for the area under the direction of the Dean of Design.
- To ensure that the courses are appropriately designed and integrated into the undergraduate programme in consultation with the Dean of Design and other Programme Directors.
- To monitor and develop the courses/subjects delivery in order to maintain appropriateness and effectiveness, updating relevant sections of the handbooks as necessary in collaboration with the Dean of Design and Associate Dean of Quality.
- To teach and provide academic guidance within the 3D Design & Craft courses.
- To ensure that all staff and students on the courses are adequately inducted and briefed about the content and context of their course, Camberwell and Chelsea Colleges College of Arts and University of the Arts London.
- To plan and organise the staffing complement and manage staff involved in the courses as designated by the Dean of Design. To include contracts, briefings, PRAs, staff development and induction of Associate Lecturers involved in the courses.
- To appraise the performance of subject staff in accordance with University policy, and in consultation with the Dean of Design and to advise on their development and training needs.
- In conjunction with the Dean of Design, ensure that fair and adequate arrangements are made for the selection of students and agreed annual targets are maintained.
- To promote the subject and effective communications within the staff team and between staff and students and to foster and develop active links between the CCW Foundation Diploma, and other feeder courses.
- In conjunction with the Dean of Design and Associate Dean of Quality, ensure that teaching and learning opportunities of an appropriate standard and quality are provided for students and that these are assessed and monitored in accordance with the course handbook and Academic Regulations of

the University.

- In conjunction with the Dean of Design, Associate Dean of Quality and Director of Administration, maintain accurate records and provide reports as required by the college and the University, including written assessment feedback to students.
- In conjunction with the Quality Office, produce the Annual Course Monitoring Report, or equivalent Annual Monitoring, within the timetable and format identified by the Academic Standards Committee.
- To contribute to future academic, and teaching & learning developments as required.
- To support, develop and enhance staff research profiles, and the research profile of the programme.
- Liaise with those staff in the college and University that relate to the courses and their development and promotion, including the Director of Marketing & Communications for Camberwell, Chelsea and Wimbledon, and the International office.
- To attend committees and examination boards as designated by the Dean of Design and to represent the courses and college at University level and at external events when required.
- To ensure that Health and Safety are given high priority and that tutors and students carry out Risk Assessments.
- To promote the work of the college and the University in a pro-active manner.
- To keep abreast of national academic developments undertaking appropriate professional development and training in consultation with the Dean of Design.
- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University
- To personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022)
- To undertake health and safety duties and responsibilities appropriate to the role
- To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work
- To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities
- To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness
- To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations

**Key Working Relationships:**

- Dean of Design Camberwell, Cross College Associate Deans, CCW Associate Dean of Quality, CCW Associate Dean of Research, Head of Technical Resources, Technical Manager, Course academic team, Programme Directors. Programme Lead Administrator, Academic Registry

**Specific Management Responsibilities**

**Budgets:** Consumables Budgets

**Staff:** Course staff and Associate Lecturers

**Other** (e.g. accommodation; equipment): None

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Person Specification	
Specialist Knowledge/Qualifications	<ul style="list-style-type: none"> <li>• Degree in related subject area</li> <li>• Postgraduate qualification in a related subject, or equivalent demonstrated through practice.</li> <li>• Recognised teaching qualification or the willingness to undertake teacher training.</li> <li>• PhD (desirable)</li> <li>• Knowledge of contemporary 3D Design &amp; Craft practice</li> </ul>
Relevant Experience	<ul style="list-style-type: none"> <li>• Experience of course management and administration, assessment processes and procedures.</li> <li>• Willing to commit to own development through effective use of the University's appraisal scheme and staff development processes.</li> <li>• 3D Design &amp; Craft related teaching experience at undergraduate/postgraduate level.</li> <li>• Experience of curriculum planning and course development.</li> <li>• Experience of annual monitoring and course quality enhancement.</li> <li>• Experience of staff line management.</li> <li>• Experience of effective budget and resource management.</li> <li>• Experience of actively seeking to build productive and enduring relationships between teams to strengthen working relationships and encourage collaborative activities across the College/University.</li> <li>• Experience of actively seeking and maintaining external connections and relationships with the wider theatre community.</li> <li>• Own professional practice</li> <li>• Experience of organising academic conferences and symposia. (desirable)</li> </ul>
Communication Skills	Communicates ideas clearly and persuasively with the ability to adapt the style and message to a diverse audience in an inclusive and accessible way.
Leadership and Management	Motivates and leads a team effectively setting clear objectives to manage performance
Research, Teaching and Learning	Applies innovative approaches to course leadership, teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity
	Applies own research to develop learning and assessment practice

Professional Practice	Contributes to advancing professional practice/research or scholarly activity in own area of specialism
Planning and managing resources	Effectively plans and manages operational activities or large projects to achieve long term objectives
Teamwork	Builds effective teams, networks or communities of practice and fosters constructive cross team collaboration
Student experience	Makes a significant contribution to improving the student experience by providing constructive and critical support to promote an inclusive environment for students
Creativity, Innovation and Problem Solving	Identifies innovative solutions to problems to bring a wider benefit to the organisation

All shortlisted applicants will be required to undertake the CREDO on-line personality assessment. This assessment provides us with a valuable insight into your preferred working style, temperament, 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.