

A photograph of a historic stone building with a large arched entrance. The building has a mix of brick and stone, with some windows featuring leaded glass. In the foreground, there are lush green trees and bushes, some with small red berries. A yellow text box is overlaid on the left side of the image.

**NORWICH
UNIVERSITY
OF THE ARTS**

**Head of Research
Degrees Programme
0.5 FTE**

norwichuni.ac.uk

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.



For further information on Norwich University of the Arts and our Community please visit www.norwichuni.ac.uk

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 the creativity of all our students will develop because of your commitment.

We are renowned for our teaching quality. We have been awarded Gold in the Teaching Excellence Framework (TEF) with the highest possible rating. We are the only creative arts and design university with a triple gold TEF rating.

We are in the Top 10 for Teaching Quality in the 2022 Sunday Times Good University Guide. We are the highest climber in the Complete University Guide 2023 – the highest-ranked specialist creative arts university outside London and were named University of the Year for Student Retention by the Sunday Times 2020 Good University Guide for the support we offer from pre-enrolment to post-graduation.

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.

In support of its new Strategy, the University has recently acquired a new building in the heart of Norwich. Bank Plain, a former bank, is an additional 37,000 sq. ft of space and an ambitious commitment to being a high profile, civic university championing the creative arts.

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.

**Professor Simon Ofield-Kerr,
Vice-Chancellor**



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.



A BA (Hons) Film and Moving image Production student setting up in the Sir John Hurt Film Studio

Situated in the historic city centre of Norwich, with an impressive estate that encompasses both historic buildings and brand-new state of the art facilities, the University is a vibrant community that forms the beating heart of the city and region's arts and cultural worlds.

Head of Research Degrees Programme

Part-time – 0.5 FTE

17.5 hours per week for 52 weeks per year

Salary:

From £22,792 to £27,197 per annum

Pro-rata from a full time salary of £45,585 to £54,395 per annum

Closing date for applications:

19th June 2024

Interviews will be held on:

12th July 2024

With the launch of our ambitious Research and Knowledge Exchange Strategy 2022-2027, this is an exciting opportunity to lead our expanding Postgraduate Research Degrees programme.

With the formation of two new research institutes and six new Programme Research Groups, you will join a dynamic research environment where there are studentships and bursaries available for current and prospective Postgraduate Research (PGR) students, as well as dedicated studio space for practice-based research and opportunities to work closely with our East Gallery and East Gallery Fellows.

The Head of Research Degrees Programme will have responsibility for guiding the strategic development of postgraduate research at the university. Working with the Dean of Research & Knowledge Exchange you will help to strengthen postgraduate research, to maintain academic standards and assure the quality of the Postgraduate Researcher experience.

You will play a key role in developing and supporting the research environment for PGRs and staff and work to raise the profile of postgraduate study within the University, helping to develop the international reputation of the University, and to increase PGR numbers whilst maintaining quality.

Working with the Research and Knowledge Exchange Operations office you will take a lead on recruitment and studentship matters for PGRs, monitoring of recruitment, progress, examination, and completion of postgraduate researchers.



Job Description

Head of Research Degrees Programme

Reporting to: Dean of Research &
Knowledge Exchange



A large banner with a blue, yellow, and white abstract pattern and the text "LIKE THERE IS HOPE AND I CAN DREAM OF ANOTHER WORLD". The banner is supported by a metal truss structure on the left and a row of wooden sawhorses on the right. The background is a grand, ornate interior space with a high ceiling and classical architectural details.

**LIKE THERE IS HOPE
AND I CAN DREAM
OF ANOTHER WORLD**

Mark Titchner: Like There is Hope and I Can Dream of Another World
Commissioned by the Hospital Rooms

Job Purpose

- To provide leadership and management of the University's postgraduate research degrees programme (PGR).
- To be responsible for quality management of the PGR programme.
- To manage the development and delivery of research student training and supervisor training and support.
- To work closely with the Dean of Research & Knowledge Exchange, the Directors of RKE Institutes and the Senior Research Administrator.



Main Responsibilities

- Lead the management of the quality and delivery of the University's research degrees programme, ensuring that the regulations and standards determined by University of the Arts London (our research degree awarder) are achieved.
- Coordinate and deliver research degree student training.
- Support research supervisors and coordinate research supervisor training with University of the Arts London.
- Be a member of Research Degrees Committee and Research & Knowledge Exchange Committee.
- Supervise and examine research degree students as a leading authority in your art, design and communication subject area.
- Chair research degree examinations.
- Be responsible for annual evaluation of the University's research degrees programme.
- Be responsible for overseeing liaison with the research degrees partnership with University of the Arts London.
- Be responsible for external assessment regarding the research degrees programme, including the Research Excellence Framework.
- Liaise with the University's Registry to ensure that accurate research degree completion records are returned to HESA and the Office for Students.
- Perform such duties consistent with the position that may from time to time be assigned to you by your line manager.
- To engage in research, knowledge exchange and creative practice.



Person Specification

Essential

- Educated to doctoral degree level
- A record of successful completion of research degree supervision in art, design, communication
- Experience of course leadership
- A knowledge and understanding of the UK research degrees landscape.
- Strong organisational and problem-solving skills
- Ability to communicate complex material clearly and persuasively in a clear and concise way
- Ability to clarify, plan and prioritise own work to achieve objectives to the standards expected, including proactively working with others to achieve individual and team objectives
- Ability to use initiative and make independent decisions within the confines of role responsibilities

Desirable

- Research supervision qualification

Further Information

Equality, Diversity and Inclusion

It is important that our University community supports our policy on equality, diversity and inclusion and that each of us reflects this in the way that we work.

Health and Safety

We are all responsible for helping to make the University a safe and healthy place to work and study, ensuring that we are compliant with our Health and Safety Policy.

Policies and Procedures

We should keep up to date with the University's policies and processes which are usually available on our intranet, reflecting these in the way that we work.

Staff Development

Our performance and development activities include appraisal and development reviews, participation in learning and development, and a personal responsibility to maintain our own subject knowledge.

Confidentiality

We must maintain appropriate confidentiality in relation to our work and that of the University.

Variation to Job Description

We may vary your duties and responsibilities outlined in the job description to reflect the changing needs of the University.



General Information

Terms and Conditions of Appointment

On appointment, you will receive a full statement of terms and conditions for your role.

Duties

Your duties and responsibilities are outlined in the job description

Starting Date

This post is offered on an indefinite basis to commence once you are available.

Hours of Work

The standard hours of work for academic staff is not less than 35 hours per week and any additional hours as are necessary for the delivery of your duties and responsibilities. The hours of work for this role are 17.5 per week.

Salary

This post is on an incremental salary scale. The salary for this post is Grade 8, which is from £22,792 to £27,197 per annum

Pro-rata from a full-time salary of £45,585 to £54,395 per annum

Annual Leave

Your annual holiday entitlement will be 35 days, plus 8 statutory days. In addition, we may grant up to 4 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

Reasonable travel and incidental expenses will be reimbursed when agreed in advance in line with the University's Candidate Interview Expenses Guidelines which are available on request.

Offers of Employment

All provisional offers of employment are subject to evidence of eligibility to work in the UK, verification of qualifications, satisfactory references and medical assessment process.

If you are unsure of your right to work in the UK 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 will be eligible for sponsorship under the Skilled Worker visa route

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 covering current or most recent employment and the past three years of work.



Students in the control room of The Sir
John Hurt Film Studio in Boardman House

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 the experience, skills, abilities and characteristics to perform the duties in the job description.

We recognise that candidates may sometimes not meet all of our requirements. If you like what you've seen so far, we would still like to hear from you.

Application Form

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

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.

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.

Equal Opportunities Monitoring

As part of our commitment to equality, diversity and inclusion, we monitor the diversity of our workforce and applicants to help us review the effectiveness of our policies and procedures.

To help us with this, we ask that you complete the Equal Opportunities Monitoring section of the application form.

Submission of Application Form

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

Please note that we can only accept application forms in either PDF or DOC format.

The closing date for this vacancy is:
19th June 2024

We regret we are unable to accept late applications.

Interview Arrangements

Interviews will normally be held on campus.

We will be in touch to let you know if you are shortlisted for interview.

The date of the interview will be:
12th July 2024

Due to the high volume of applications we receive we are unable to provide you with feedback.

If you are shortlisted, we will ask you to provide us with evidence of your eligibility to work in the UK.

We would like to take this opportunity to thank you for your interest in this position and 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@norwichuni.ac.uk.



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