



## JOB DESCRIPTION

<b>Job Title:</b>	Senior Teaching Fellow Professional Practice in Architecture
<b>Faculty/Department:</b>	Faculty of the Built Environment, Bartlett School of Architecture
<b>Grade:</b>	8
<b>Starting Salary:</b>	£42,304 – £49,904 pro-rata inclusive of London Weighting Allowance
<b>Hours:</b>	14.60 (40% FTE)
<b>Duration:</b>	Open Ended
<b>Responsible to:</b>	Director of the Bartlett School of Architecture

The Bartlett School of Architecture is one of the world's most exciting architecture schools. The School sits within UCL's Faculty of the Built Environment consisting of equally renowned schools, labs and institutions that comprise the largest faculty of its kind in the UK.

For further information about the School, please visit [www.bartlett.ucl.ac.uk/architecture/](http://www.bartlett.ucl.ac.uk/architecture/)

### SUMMARY OF THE POSTS

We are seeking to appoint a registered architect with substantive practice experience and broad knowledge of professional practice and management; project delivery; contract administration and Planning and construction industry regulations and law to join the professional studies team as module leader and tutor for ARB/RIBA and Part 3 programmes and other professional studies courses.

### KEY RESPONSIBILITIES

The post holder will prepare and deliver appropriate teaching material, including providing regular tutorials and seminars, as part of the delivery of the relevant module/programme requirements. Duties will include:

- Delivery of teaching, learning outcomes/professional criteria and assessment associated with professional practice modules, including setting assessments, managing marking protocols and providing feedback to students. Initially specifically, module 5 on design delivery and contract administration,
- Providing course related material for e-learning facility
- Tutoring Part 3 students dissertation/case studies,
- Monitoring PEDR/ experience records
- Providing careers advice and pastoral support
- Contributing to the innovation, development and delivery of continuing education courses in the School of Architecture.
- General course administration work
- As a member of the Professional Studies team involvement with the teaching and strategic development of Professional Studies at all levels, attendance at Professional studies 'away days' and assessment and examination meetings
- Participation in UCL training and probationary sessions (i.e. UCL Arena Two as a requirement of confirmation of post)

This job description reflects the present requirements of the post, and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.

## **ALLOCATION OF TIME**

Working days 0.4 = 88 days per annum spread over the calendar year, module 5 is normally delivered in September and October, some of the teaching takes place in the evenings. A flexible approach to the use of the time available is necessary. Normally two regular timetabled full days per week are allocated for tutorials (combinations of full days and half days may be desirable to manage workload). Delivery of teaching events and attendance at lectures which take place in the evenings will be expected.

## **SKILLS AND DUTIES**

The appointed candidate should have substantive experience in practice and experience in the delivery of projects and contract administration together with an understanding of the workings of the profession and the construction industry.

Experience of teaching architecture at a higher education level will be an advantage.

The post holder should have good interpersonal skills and be able to work with students, employers and fellow academics.

An understanding of the requirements of the RIBA/arb education guidelines, application and assessment of the professional criteria, regulations and practical training requirements for registration together with a familiarity with employment law.

The Professional Studies Tutor should be able to manage their own workload with the minimum of supervision; the post holder should be a motivated 'self-starter', capable of managing time to accommodate the peaks and troughs of the demands of the appointment. The Professional Studies Tutor should be able to respond to changes in the demands of the job description as necessary.

The Professional Studies Tutor will be working under the supervision of the Director of Professional Education. Limited administrative support is provided by the Professional Studies Administrator and professional services team.

## PERSON SPECIFICATION

### Job Title: Senior Teaching Fellow Professional Practice in Architecture

	Essential	Desirable
<b>Qualifications &amp; Experience</b>		
A degree and post graduate qualification in architecture, at the level of ARB/RIBA Part 3.	X	
Registered with the Architect's Registration Board	X	
Up to date knowledge of architectural practice and the delivery of buildings in the UK (an awareness of EU and international practice would be an advantage)	X	
Chartered membership of the RIBA		X
Experience in senior level practice		X
<b>Knowledge, Skills &amp; Abilities</b>		
Proven interpersonal and communication skills, friendly and approachable manner	X	
Ability to work harmoniously with colleagues and students of all cultures and backgrounds giving clear, balanced and sound advice.	X	
Proven track record in administration skills within Higher Education or similar environment	X	
Excellent IT skills (Microsoft Office, spreadsheets, databases, email, etc.	X	
Substantive experience of architectural practice gained in the UK	X	
Experience of working on a wide range of architectural projects with knowledge of the pattern of architectural practice.	X	
First-hand experience of contract administration and procurement and the delivery of projects in the UK	X	
Experience of interdisciplinary working	X	
Ability to organise and prioritise a varied and demanding workload whilst working under pressure	X	
Ability to work independently and as part of a team	X	
Postgraduate or professional training teaching experience		X
Experience of developing course materials including the assessment and marking of academic work		X
Knowledge of virtual learning environments for e.g. Moodle		X
<b>Other Requirements</b>		
On-going commitment to high quality teaching and continued professional development	X	
Commitment to UCL's policies and a continued interest in professional matters and professional education in architecture	X	