

WORKING AT NORWICH UNIVERSITY COLLEGE OF THE ARTS

INFORMATION

NORWICH
UNIVERSITY
COLLEGE
OF THE ARTS

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WELCOME

Thank you for your interest in Norwich University College of the Arts. The following information has been produced to help you decide if you would like to make an application.

Norwich University College of the Arts is a specialist Higher Education Institution, offering courses in creative arts at both undergraduate and postgraduate levels. The University College is a dynamic, modern and creative community providing art, design and media education to around 1500 full time students from a unique campus in the heart of Norwich.

Our mission is to be a centre of excellence for creativity, learning and enterprise, fostering new talent for the creative industries and contributing to economic and social development.

As a new employee you will join a dedicated, friendly team of academic and professional support staff. We realise that making career choices requires careful consideration and that you need as much information about an organisation as possible to ensure it is the right move for you. We hope that you find this pack provides you with an insight into working at Norwich University College of the Arts, that as you read about us you will be inspired by our ethos and plans for the future of the University College and that you will want to join our team.

OUR VISION AND VALUES

Norwich University College of the Arts is looking to the future with optimism and confidence. We have a reputation for high quality teaching and learning, the employability of our graduates and success in the 2008 Research Assessment Exercise. In the Guardian University Guide for 2012, the University College was ranked the top specialist arts institution in England.

We have Privy Council approval to award our own degrees and work in partnership with the University of the Arts London for research degrees. We are undertaking a major refurbishment of our estates and specialist resources and last year completed the renovation on a state of the art digital design centre. We aim to further the creativity and skill of our students, enliven the city centre of Norwich, and strengthen the public benefit created by a specialist University College.

It goes without saying that there are many significant challenges facing us, within UK Higher Education and globally. Chief among these is the long-term impact of the economic downturn, and the turbulence which this is creating at home and abroad and across all sectors. For the University College, we seek to continue our investment strategy in estates and staffing so that we can continue to develop and offer the best possible experience to our students and the best possible graduates for the creative and cultural industries which we serve.

We have had great success as an academic community and our aim is to build upon this and to take us to a position of even greater academic strength and distinction.

Our Vision

We want to become the best specialist Higher Education Institution of arts, design and media in the UK, with a contemporary industry focus and an international reputation for excellence. Through the growth and development of our teaching, research and knowledge transfer we aim to become Norwich University of the Arts.

Our Core Values

Central to the Mission are the following Core Values:

We are committed to:

- Achieving excellence in learning, teaching and the wider student experience, to give our students the best possible preparation for their future lives and careers
- The continuous development of our curriculum and our academic portfolio, to meet the changing needs of students, the creative and cultural sectors, and society
- Research, consultancy and other forms of professional and business engagement, to promote innovation, enterprise and the development of knowledge and skills
- The development of our staff, estate and physical resources, as the bedrock of a professional and supportive academic community, and with equality, diversity and environmental sustainability to the fore
- Growth and development of the University College, to build the organisation's long-term sustainability and strengthen our impact

OUR PROVISION AND RESOURCES

We currently have around 1,500 students studying a wide range of arts, design and media disciplines at Undergraduate, Postgraduate and Doctoral level. Our students are diverse in age, mode of study and educational background. Although we have a strong local catchment area, we increasingly recruit students from across the United Kingdom and from overseas.

NUCA offers study at all levels from the four year BA (Hons) degree (Y0) to Research Degrees. It is structured around two Faculties: the Faculty of Arts and Design and the Faculty of Media.

Our provision includes undergraduate courses in Fine Art, Animation, Film and Moving Image Production, Games Art and Design, Photography, Fashion, Graphic Communication, Graphic Design, Illustration, Surface Design and Textiles.

We also offer postgraduate programmes in Communication Design, Curation, Fashion, Fine Art, Moving Image and Sound and Textile Design.

Courses at the University College emphasise learning and discovery through specialist studio and workshop practice. Experimentation with ideas, processes and materials is informed by critical reflection and contextual awareness of the subject. Teaching methods include lectures, demonstrations, project briefs, individual and group tutorials, placements, seminar presentations, work-related learning and exhibition practice.

Teaching and learning is structured around timetabled sessions and learning activities, and each level of the course is organised into units and delivered through project briefs, which enable students to develop specialist skills as a creative practitioner. The various working environments within the University College provide a number of situations where students can make work, engage in research and present their work to others.

Course staff help students engage with relevant contextual influences, and develop business and professional skills for their subject within the creative and cultural industries.

The majority of our teaching staff are themselves practising artists, makers and researchers and together with skilled technicians and inclusive learning support services, we are able to bring out the best in our students and help them to achieve their potential.

Research and Consultancy

We expect all our academic staff to be professionally engaged in research and consultancy, activities which are informed by our long history of creative practice and collaboration in the UK and overseas. Research and consultancy embrace work which has national and international significance (and was recognised as such in RAE 2008), together with external commissions, advice and support to business, and civic and community projects.

Ideas Factory

ideas factory@NUCA, is the University College's commercial creative venture and provides specialist advice, services and skills in art, design, media and related areas. Drawing on our staff expertise and student's new ideas and talent, ideas factory@NUCA undertakes consultancy, projects and commissions for business and external clients.

We also offer specialist facilities for hire and bespoke professional training. Examples of commercial work undertaken by students and staff include web design, brand identity, publishing, and art commissions for property developers and private clients. We have also developed a strong relationship with Apple and expertise in the iTunes U distribution platform. When it comes to design, style, taste and trend forecasting, our students are knowledgeable, discerning and articulate, and ideas factory@NUCA also offers opportunities to engage students in market research.

Resources

The quality of our overall offer to students, the professions, and the community, is dependent on the quality of our staff, our estate, and our physical resources. We will continue to develop and maintain an attractive, fit-for-purpose estate that best supports our core activities of learning and teaching, research and knowledge transfer and we will build specialist resources which reflect contemporary professional practice. While recognizing the constraints of our estate, we emphasise environmental sustainability in the ongoing development of our estates and resources.

MANAGEMENT STRUCTURE

The Principal

Professor John Last joined Norwich University College of the Arts in January 2009 as Principal, having previously held the post of Deputy Principal at the Arts University College Bournemouth. After completing a degree in English with Philosophy he took postgraduate awards in Education and Film Theory. In 2008 he was awarded a Chair in Higher Education Management.

John's recent work has been in the area of student satisfaction and the National Student Survey, upon which he has delivered conference papers and seminars over the past two years, whilst serving as a member of the HEFCE National Steering Group for the National Student Survey.

External work includes Board membership of the Higher Education Statistical Agency and the Art, Design and Media Higher Education Academy Subject Centre. He is a member of Council of GuildHE, on the Executive committee of the Council for Higher Education in Art and Design, is the Chair of the Group for Learning in Art and Design and deputy Chair of ukadia (the United Kingdom Arts and Design Institutions Association).

Within the eastern region he is a Board member of the Association of Universities in the East of England, the Norwich Heritage Economic & Regeneration Trust (HEART) and the Forum Trust.

As Chief Executive, the Principal is accountable to the Corporation of the College for the organisation, direction and management of the College and leadership of the staff.

The Strategic Management Group

The Strategic Management Group (SMG) membership comprises the Principal, Deputy Principal, Assistant Principal (Student Experience), Assistant Principal (Quality and Research) and Dean of Faculty of Media, Dean of Faculty of Arts and Design and the Academic Registrar.

The terms of reference of SMG are:

- To take overall responsibility for the strategic and operational management of the College, in line with the aims of the College's Strategic Plan;
- To make decisions concerning the College's management and development including the planning and allocation of College resources, in line with the College's Strategic Plan;
- To discuss the College's business and other matters proposed by members of the group;
- To agree the delegation of tasks and projects to the Senior Management Team and other personnel as appropriate.

Senior Management Team

The Senior Management Team (SMT) membership comprises the members of the Strategic Management Group, Head of Finance, Director of Marketing, Director of Human Resources and the Business Director.

The terms of reference of SMT are:

- To take delegated responsibility for the operational management of academic and support areas of the College;
- To advise the Senior Management Group about matters relating to the College's strategic direction and management, in line with the College's Strategic Plan;
- To discuss College business and other matters proposed by members of the group;
- To initiate and undertake tasks and projects in line with the aims of the College's Strategic Plan.

CONDITIONS OF SERVICE AND BENEFITS

Conditions of Service (Academic Staff)

The following sets out the main conditions of employment for academic staff at Norwich University College of the Arts. These details are for broad information only and must not be taken as a complete or authoritative statement.

Salary

New employees will be appointed on a competitive salary scale which is set out in the post details. Salary is paid monthly in arrears by credit transfer. Incremental progression within the salary scale is normally on 1 September each year, subject to a minimum of six months in post after completing the probation period.

Working Hours

The standard full-time hours are 35 hours per week. The nature of the role is such that you will be expected to work such hours as are necessary to fulfil your duties in a professional manner.

Holidays

The holiday year runs from 1 January to 31 December. The annual holiday entitlement is 35 days per year in addition to the statutory bank holidays. If employment commences part way through the holiday year, the leave entitlement will be accrued on a pro-rata basis.

Pension

We operate a final salary pension scheme, the Teachers' Pension Scheme, which provides a tax-free, lump sum payment on retirement, together with an annual index-linked pension.

Probation Period

All new employees will be required to complete a probationary period of six months. The aim of the probationary period is to establish that the member of staff is competent to do the work for which they have been employed and to ensure that they are able to work co-operatively with colleagues.

Other Benefits

Staff Development

We recognise how important staff development and training is for our employees and our continuing success. We offer a range of staff development sessions and events designed to enhance personal and professional effectiveness.

Studying at NUCA

A 10% fee discount applies to NUCA staff who wish to study on one of NUCA's undergraduate or postgraduate courses.

Corporate Travel Club

Staff at NUCA can take advantage of special travel rates on Firstgroup Bus and Anglian Bus services. Introduced to encourage employees to use public transport, the schemes allow employees to purchase discounted bus passes for services across Norwich and Norfolk.

Park and Ride Discount

Norfolk County Council Park and Ride offer Annual Park and Ride season tickets for staff of NUCA giving a saving of 35% on daily adult tickets. Passes are valid from Monday to Friday during term time (39 weeks) and can be purchased for the whole academic year, spring and summer terms or the summer term only.

Simply Health Cash Scheme

Simply Health Cash Scheme offers a preferential rate for NUCA staff (compared to a member of the public). The scheme gives you money back on everyday health costs such as dental, optical and physiotherapy from as little as £2.10 per week.

Greens Health and Fitness Corporate Membership

Located just 10 minutes from NUCA, Greens Health and Fitness offers corporate membership to staff. Facilities include a 25m swimming pool, spa, and sauna, air conditioned gym and a range of fitness classes for all levels. All NUCA staff can take advantage of a one day complimentary pass.

Employee Support

The University College provides access to a confidential counselling service. Staff may use this facility to assist them with personal, emotional issues, problems at work or problems within the family.

Green Policy

In 2010 the University College launched its Green University College Project and the Senior Management Team has agreed a list of initial ideas, following consultation and ideas from staff and students. Other Green UC Project proposals have been grouped for medium or long term implementation. Many staff and students have contributed ideas for the Green Project, and we are looking forward to using these ideas to build a greener and sustainable campus.

FACTS AND FIGURES

- Whilst our history can be traced back to 1845, we are contemporary and forward thinking and became Norwich University College of the Arts in 2007.
- Today NUCA is host to almost 1,500 students, studying a wide range of arts, design and media disciplines at Undergraduate, Postgraduate and Doctoral level.
- We employ almost 200 members of staff and around 60 part-time hourly lecturers and visiting lecturers.
- In 2007/8, 85% of our undergraduate students either gained employment or progressed to further study within six months of graduating.
- We are based in a unique campus in the heart of Norwich in a range of buildings ranging from medieval to modern.
- Our library houses over 30,000 volumes, a collection of 80,000 images, 2,500 DVDs, subscribes to over 150 journals and a fast developing bank of electronic resources.
- Academic staff in all disciplines are active in research, professional practice and consultancy. In the 2008 Research Assessment Exercise, our work in the areas of Animation and Sound Design, and Art and Design Interpretation and Curation, was recognised as internationally excellent and achieved grades 3* or 4*.
- Our research degrees are offered in partnership with the University of the Arts, London.

OUR HISTORY

Our history dates back to 1845 when the Norwich School of Design was established to provide good designers for local industries. Its founders were the artists and followers of the 'Norwich School of Painters', the only provincial British group to establish an international reputation for landscape painting.

We have offered degree-level provision since 1965, when it was approved to offer the Diploma in Art and Design, validated by the National Council for Diplomas in Art and Design (NCDAD).

After 1965 the School of Art made its own mark on the national art and design scene when twin strengths in Painting and Graphic Design emerged under a group of exceptional practitioners and teachers.

From 1975, after NCDAD's merger with the Council for National Academic Awards (CNAA), the School offered its first BA Honours degree courses in Fine Art and Graphic Design, validated by CNAA.

In 1989 the School merged with Great Yarmouth College of Art to form the Norfolk Institute of Art and Design (NIAD).

In 1991 NIAD became an Associate College of the new Anglia Polytechnic with the polytechnic assuming validation responsibilities from CNAA from September 1992. This agreement extended to postgraduate provision, with the first MA course being introduced in 1993 (MA Fine Art) and the first research degree student being registered in 1995.

In 1994 NIAD was incorporated as a Higher Education Institution (HEI), re-named as Norwich School of Art and Design.

In November 2007 the School was granted the power to award its own degrees up to Masters level and was re-named Norwich University College of the Arts. Today it continues to thrive as an established Higher Education Institution, with a national reputation for excellence across arts, design and media and a strong ethos as a creative academic community.

OUR LOCATION

Our City Centre campus comprises seven buildings in and around St Georges Street in the heart of Norwich. They include the recently renovated Duke Street Building, which houses the library, the Monastery Building, which has been transformed into a state-of-the art digital design centre and The Garth, one of the oldest exhibition spaces in Europe.

A location map is available on our website at www.nuca.ac.uk/about-us/maps-and-directions.

Finding Us

Car - From London take the M11/A11. Norwich University College of the Arts is situated in the city centre. If you are driving from the North or the Midlands, you can use the A47 via Kings Lynn or the A14 to Newmarket and then the A11 to Norwich. The nearest car park to the University College is the conveniently located St Andrews Street car park.

Coach - National Express coaches run from major cities in the UK to Norwich city centre. The University College is less than 10 minutes walk from the bus station.

Train - Norwich is less than 2 hours from London and there is an intercity link with the Midlands, the North of England and Scotland via Peterborough. Trains from London Liverpool Street run approximately every half hour. The University College is ten minutes walk from the rail station.

Our Address for Visitors and Reception

Norwich University College of the Arts
Francis House
3-7 Redwell Street
Norwich
NR2 4SN

ABOUT NORWICH

Norwich is the largest economy in the east of England and the major regional centre for business, shopping, leisure and cultural activities.

- Norwich has a population of 217,000.
- Employment in the media industry is 20% higher than the national average
- In 2007, the Javelin Group listed Norwich as 5th in the UK as a retail venue
- Norwich bars, restaurants and clubs attract 29,000 people on an average Saturday night
- The city once had a pub for every day of the year and a church for every week
- It has the largest permanent 6 day market in the UK
- In 2006 it was voted the 'greenest' place to live in the UK, winning points for the number of companies involved in energy saving activities
- In 2006 Norwich launched the UK's largest free wi-fi network
- In 2005 it was named ebay capital of the UK, with 44% of the population registered to trade
- Norwich has 1,500 historic buildings within its walled centre and a 900 year old Cathedral and Norman castle
- Norwich has a unique collection of 1930's parks
- It was the first city to hold an arts festival, in 1772

You can find out more about Norwich at: www.norwich.gov.uk; and www.visitnorwich.co.uk.