



Cardiff  
Metropolitan  
University

Prifysgol  
Metropolitan  
Caerdydd

## JOB DESCRIPTION

|                   |                                                                |
|-------------------|----------------------------------------------------------------|
| <b>Job Title:</b> | <b>Lecturer in Architecture – Professional Studies Advisor</b> |
| <b>School:</b>    | <b>Cardiff School of Art and Design</b>                        |
| <b>Location:</b>  | <b>Llandaff Campus</b>                                         |
| <b>Grade:</b>     | <b>7 A/B</b>                                                   |
| <b>Salary:</b>    | <b>£46,049 - £51,753 per annum pro rata</b>                    |
| <b>Hours:</b>     | <b>22.2 hours per week</b>                                     |
| <b>Tenure:</b>    | <b>Permanent</b>                                               |

### Role Summary:

Architecture at Cardiff Met is characterised by a culture of creative inquiry, design excellence and interdisciplinary collaboration. The programme encourages students to develop an individual architectural identity through studio-based learning that balances conceptual thinking, technical knowledge, critical enquiry and professional practice. The post holder will inspire students to respond creatively to contemporary architectural challenges, engaging critically with the social, cultural, environmental and technological dimensions of the built environment.

The post holder will be required to teach across the Architecture programmes, with an emphasis on architectural design studios and professional practice. They will foster a stimulating studio culture that promotes experimentation, critical reflection, and high standards of design communication, while helping students connect academic learning with contemporary architectural practice. As an architect actively engaged in professional practice, the post holder will bring current industry knowledge, emerging design approaches and professional insight into the studio environment. They will contribute to the development of live projects, practice-led teaching, external partnerships and opportunities for students to engage with practitioners, clients and communities where appropriate. The role will support the programme's commitment to preparing graduates who are creative, reflective and equipped for contemporary architectural practice.

They will become part of a vibrant teaching and research culture, embedding their expertise into the curriculum, engaging with colleagues, and developing research outputs, knowledge exchange and impact aligned with their disciplinary expertise and research specialisms.

**Mae'r ddogfen hon hefyd ar gael yn Gymraeg / This document is also available in Welsh.**

V1 December 2022



## ROLE PROFILE

### Principal Duties and Responsibilities:

#### Teaching and learning support

- Supervise undergraduate, postgraduate and research students.
- Design teaching material and deliver either across a range of modules or within a subject area.
- Design and maintain virtual learning content and environments.
- Use appropriate teaching, learning support and assessment methods.
- Supervise student projects, and/or e.g. field trips and, where appropriate, placements.
- Identify areas where current provision is in need of revision or improvement.
- Contribute to the planning, design and development of objectives and material.
- Set, mark and assess work and examinations and provide feedback to students.

#### Research and scholarship

- Lead research and/or innovation proposals and projects with the potential to generate income, to manage project deliverables, deliver outputs and secure impact.
- Work with university stakeholders to identify sources of research and/or innovation funding and lead the process of securing funds.
- Manage the delivery of individual and/or collaborative research and/or innovation projects to time and on budget.
- Apply knowledge acquired from research and innovation as well as scholarship to learning and teaching, and appropriate external activities.
- Lead the design and production of peer-reviewed publications and/or practitioner outputs, and/or disseminate research findings using other appropriate media.
- Lead the production and dissemination of innovation and/or research outputs.
- Make presentations at local, national and international academic and/or practitioner conferences or exhibit work in other appropriate events.
- Supervise research-degree students and support research students to manage projects to a timely completion.

#### Communication

- Routinely communicate complex and conceptual ideas.

#### Liaison and networking

- Participate in and help develop internal and external networks for the benefit of Cardiff Metropolitan University in the areas of teaching and research.

#### Managing people

- Mentor colleagues with less experience and advise on personal development.
- Depending on the area of work, could be expected to supervise the work of others.

#### Teamwork

- Act as a responsible team member, leading where agreed, and develop productive working relationships with other members of staff.
- Collaborate with colleagues to identify and respond to students' needs.

**Pastoral care**

- Could be expected to act as a module tutor.
- Be responsible for the pastoral care of students within a specified area.
- Deal with standard problems and help colleagues resolve their concerns about progress in research.

**Initiative, problem-solving and decision-making**

- Assess, interpret and evaluate outcomes of research.
- Identify the need for developing the content or structure of modules with colleagues and make proposals on how this should be achieved.
- Develop ideas promoting the subject and/or research areas.
  - e.g. Develop ideas and find ways of disseminating and applying the results of research and scholarship.
  - e.g. Responsibility for the design and delivery of own modules and assessment methods.
  - e.g. Collaborate with colleagues on the implementation of assessment procedures.
  - e.g. Advise others on strategic issues such as student recruitment and marketing.
  - e.g. Contribute to the accreditation of courses and quality control processes.

**Planning and managing resources**

- As module leader or tutor, co-ordinate with others (such as support staff or academic colleagues) to ensure student needs and expectations are met.
- Manage projects relating to own area of work.
- Participating in developing ideas for generating income.

**Sensory, physical and emotional demands.**

- Balance the pressures of teaching and administrative demands and competing deadlines.

**Work environment**

- Within the context of Cardiff Metropolitan University's H&S policy, depending on area of work and level of training received, may be expected to conduct risk assessment and take responsibility for the health and safety of others.

**Expertise**

- Possess sufficient breadth or depth of specialist knowledge in the discipline to develop teaching and/or research programmes and the provision of learning support.
- Use a range of delivery techniques.

## **Standard Notification**

**These guidelines are provided to assist you in the performance of your role. The university is a dynamic organisation; therefore changes may be required from time to time. Any changes will be made in consultation with the post-holder. The Summary of Duties and Responsibilities is not intended to be an exhaustive list of tasks performed. Other associated tasks are likely to be performed as directed by the line manager.**

**The University is committed to the highest ethical and professional standards of conduct. Therefore, all employees are expected to have due regard for the impact of their personal behaviour and conduct on the University, students, colleagues, business stakeholders and our community. Each employee must demonstrate adherence to our Code of Professional Conduct. In addition, all employees should have particular regard for their responsibilities under Cardiff Metropolitan University's Equalities, Financial, Environmental and Sustainability, People Services and Health and Safety policies and procedures.**



Cardiff  
Metropolitan  
University

Prifysgol  
Metropolitan  
Caerdydd

## PERSON SPECIFICATION

Job Title: Lecturer in Architecture – Professional Studies  
Advisor

School/Unit: Cardiff School of Art and Design

### \*Key

- A - Application form
- I - Interview
- P - Presentation

| FACTORS                                         | ESSENTIAL AND DESIRABLE CRITERIA                                                                                                                                        | ASSESSED BY |    |    |
|-------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|----|----|
|                                                 |                                                                                                                                                                         | A*          | I* | P* |
| <b>Education and Qualifications (Essential)</b> | Honours degree in Architecture (ARB Part 1 or equivalent).                                                                                                              | ✓           |    |    |
|                                                 | A master's degree in Architecture (ARB Part 2 or equivalent).                                                                                                           | ✓           |    |    |
|                                                 | An earned doctoral level qualification or equivalent experience (including industry/professional practice) to enable submission to UK HE research assessment exercises. | ✓           |    |    |
|                                                 | Ability to achieve Fellow Status as part of the Higher Education Academy's Professional Recognition scheme, within a three-year period.                                 | ✓           | ✓  |    |
|                                                 | A postgraduate certificate/diploma in Professional Practice in Architecture (ARB Part 3 or equivalent).                                                                 | ✓           |    |    |
|                                                 | Registered Architect with Architects Registration Board, ARB.                                                                                                           |             |    |    |
| <b>Education and Qualifications (Desirable)</b> | Eligibility to become a Chartered Member of the Royal Institute of British Architects.                                                                                  | ✓           |    |    |
|                                                 | Fellow Status as part of the Higher Education Academy's Professional Recognition scheme.                                                                                | ✓           |    |    |
| <b>Knowledge (Essential)</b>                    | A good level of knowledge relevant to the subject and professional area.                                                                                                | ✓           | ✓  |    |
|                                                 | Evidence of undertaking continuous professional development (CPD).                                                                                                      | ✓           |    |    |
|                                                 | Knowledge in architectural design (theory and methodology).                                                                                                             | ✓           | ✓  |    |
|                                                 | Current industry knowledge, of emerging design                                                                                                                          |             |    |    |

|                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                    |                                                                                                    |                                                                                             |
|----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
|                                                          | <p>approaches and professional insight into the studio environment.</p> <p>A sound understanding of pedagogy.</p> <p>A sound understanding of research/innovation and scholarly activity.</p> <p>Evidence of engagement with research/innovation/practice.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | ✓                                                                                                  | ✓                                                                                                  |                                                                                             |
| <b>Knowledge (Desirable)</b>                             | Expertise in the adaptation, refurbishment and re-use of existing buildings, including an understanding of building pathology and the opportunities and constraints of working with the existing built environment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | ✓                                                                                                  | ✓                                                                                                  |                                                                                             |
| <b>Skills and Abilities Relating to Role (Essential)</b> | <p>Ability to develop teaching and/or research programmes and the provision of learning support.</p> <p>Ability to design inspirational and effective teaching and learning material.</p> <p>Ability to employ appropriate assessment methods.</p> <p>Ability to support the development of research objectives, projects or proposals.</p> <p>Ability to employ appropriate methods for disseminating research findings.</p> <p>Ability to contribute to the achievement of the School Development Plan and the development of other school activities.</p> <p>Ability to undertake administrative duties in an accurate and timely fashion.</p> <p>Ability to plan workloads and projects and manage resources effectively.</p> <p>Ability to identify areas for improvement and to use initiative and problem-solving skills to improve performance.</p> <p>Ability to take responsibility for a number of key areas such as module tutor, research supervision at undergraduate level.</p> <p>Ability to communicate and disseminate complex and conceptual ideas in a variety of ways – presentations at conferences, reports on findings, publications, feedback etc.</p> | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> | <p>✓</p> <p></p> <p>✓</p> <p></p> <p></p> <p></p> <p></p> <p></p> <p>✓</p> <p></p> <p>✓</p> |

|                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |   |   |  |
|----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|--|
|                                                          | <p>Ability to develop productive working relationships as part of a professional team.</p> <p>Ability to work collaboratively on research and/or projects through the development of appropriate partnerships.</p> <p>Ability to develop digital virtual learning content.</p> <p>Ability to work with external industry and civic partners in order to develop the curriculum or research initiatives.</p>                                                                                                                 | ✓ | ✓ |  |
| <b>Skills and Abilities Relating to Role (Desirable)</b> | <p>Ability to engage in cross-disciplinary initiatives in teaching and research.</p> <p>Ability to develop new initiatives in teaching, research and innovation.</p>                                                                                                                                                                                                                                                                                                                                                        |   | ✓ |  |
| <b>Experience Paid/Unpaid (Essential)</b>                | <p>Experience of teaching or equivalent.</p> <p>Experience of research or equivalent.</p> <p>Experience of attracting or generating funds/income through a variety of sources.</p> <p>Experience of working with others in a supervisory/guiding/supporting/mentoring capacity.</p> <p>Demonstrable network within the Architecture industry.</p> <p>Experience of working in Architectural Design.</p> <p>Experience of developing and challenging client briefs, translating user needs into clear design strategies.</p> | ✓ | ✓ |  |
| <b>Experience Paid/Unpaid (Desirable)</b>                | <p>Experience of teaching and research in Higher Education.</p> <p>Research degree supervision experience.</p>                                                                                                                                                                                                                                                                                                                                                                                                              | ✓ |   |  |
| <b>Other Requirements (Essential)</b>                    | <p>Willingness to work occasional weekends in support of recruitment activities.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                        | ✓ |   |  |
| <b>Other Requirements (Desirable)</b>                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |   |   |  |

|                                                                              |                                                                                       |   |  |  |
|------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|---|--|--|
| <b>Welsh Language Skills</b><br><br><b>Listening</b><br><br><b>Desirable</b> | <u>Listening</u><br><br><b>C1 - Fluent user</b><br>Can communicate fluently in Welsh. | ✓ |  |  |
| <b>Welsh Language Skills</b><br><br><b>Reading</b><br><br><b>Desirable</b>   | <u>Reading</u><br><br><b>C1 - Fluent user</b><br>Can communicate fluently in Welsh.   | ✓ |  |  |
| <b>Welsh Language Skills</b><br><br><b>Speaking</b><br><br><b>Desirable</b>  | <u>Speaking</u><br><br><b>C1 - Fluent user</b><br>Can communicate fluently in Welsh.  | ✓ |  |  |
| <b>Welsh Language Skills</b><br><br><b>Writing</b><br><br><b>Desirable</b>   | <u>Writing</u><br><br><b>C1 - Fluent user</b><br>Can communicate fluently in Welsh.   | ✓ |  |  |