UK Entrepreneurial University of the Year 2013/14
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University of Strathclyde Glasgow

Professional Studies Adviser

Department	Architecture (www.strath.ac.uk/architecture/)		
Faculty	Faculty of Engineering (www.strath.ac.uk/engineering/)		
Staff Category	Teaching	Reference No	80735
Reports To	Head of Department	Grade:	8
Salary Range:	39,324.00 / Pro-rata 14,422.08	Contract Type:	Open Contract
FTE:	30%	Closing Date	Tuesday, 29 August 2017

Job Advert

As a leading international technological university, Strathclyde is recognised for its world-class research, knowledge exchange and educational programmes.

The Faculty of Engineering at the University of Strathclyde is one of the largest and most successful engineering faculties in the UK and the largest in Scotland. At the heart of this is the Faculty of Engineering, which boasts a growing research portfolio of over £85 million. We are also the only engineering faculty in the UK to be engaged in eight multi-million pound EPSRC-funded Doctoral/Industrial Training Centres.

As one of the UK's leading Departments of Architecture our programmes are accredited by RIBA and ARB, we are ranked 8th in the Complete University Guide 2016 and 2017, and have received Athena Swan Bronze Award in 2017. The Department is committed to the positive development of the city, its professional and cultural institutions, and its local communities. In our teaching practices we are proud to continuously engage talented mentors and a multi-generational cohort of part-time staff with strong commitment to linking professional practice requirements to studio pedagogy.

The Department is seeking to appoint a Professional Studies Advisor with a specialisation and expertise in professional practice in architecture.

To be considered for this role you will have full ARB registration as a professional architect and qualified to a terminal professional degree level in Architecture, preferably M.Arch, with a specialisation and outstanding experience in Architectural Practice. You should be able to demonstrate a strong capability for mentoring Part III candidates through the examination process to the point of successful completion of the preparation together with all the pre-requisite documentation and the subsequent passing of the examination. In addition, you should be able to contribute to teaching in the professional studies programmes at the RIBA Part I and Part II levels. You will also have excellent communication and interpersonal skills, with a demonstrable aptitude for interacting with a range of stakeholders in academia, professional practice and creative and construction industries.

Job Description

Professional Studies Advisor

To sustain and expand the Department's strengths in providing professionally accredited programmes. The post holder will be responsible for mentoring Part III candidates through the examination process to the point of successful completion of the preparation together with all the pre-requisite documentation and the subsequent passing of the examination. The post holder is also expected to contribute to the delivery of the professional studies programmes at the RIBA Part I and Part II levels, contribute to income generation through contributions to CPD courses through the Faculty's new Flexible Learning Centre. In addition to fulfilling wider academic responsibilities aligned to the post, the successful candidate will be expected to provide students with excellent learning experience.

Main Activities/Responsibilities:

1.	Mentor Part III candidates through the examination process to the point of successful completion of the preparation together with all the pre-requisite documentation and the subsequent passing of the examination.
2.	Register candidates who have gained exemption from Parts I and II (having gained the necessary under-graduate and post graduate degrees and who are gaining two years professional experience in architectural practice) with the Strathclyde PSA.
3.	Contribute to the delivery of the professional studies programmes at the RIBA Part I and Part II levels.
4.	Monitor candidates' progress towards the Part III Exam by commenting and signing their log sheets each quarter for every student (a minimum of 8 quarters – 4 post Part1 and 4 post Part2). This includes a) promoting good progress in their chosen places of work including liaison with their mentors, and b) advising on the topic and structure of their case study known as the Experienced Based Analysis.
5.	Organise, manage and teach the annual Short Course offered as CPD to the candidates in order to prepare them for the written curriculum of the examination in conjunction with colleagues from Glasgow School of Art and Dundee University. This course runs for three days (27 hours) each June. Jointly manage a two-day course to teach the details of 'Scottish Building Contract' in preparation for the examination with GSA and Dundee. Jointly manage the one-day course in examination technique (mock interviews) in Dundee. Act in the role as a member of the Examination Committee of APEAS, setting the draft questions, advising as PSAs and reporting back after the examination. (6 annual meetings). Contribute as PSAs into the examiners' training days arranged by APEAS.
6.	Act in the role of PSA through the two-day examination process as our candidates are examined on their documentary submissions and their final interview. This usually involves 120 candidates from all the institutions in Scotland each year. Report at the end of the examination as members of the examination committee, commenting on the results and taking feedback to be reported to the failed candidates. Provide formal feedback to failed candidates on their course of action in order to re-sit the following year.
7.	Contribute to teaching a module in Professional Studies 5 in the fifth year postgraduate course.
8.	Participate in the national body of APSA with colleagues from each of the institutions from the whole of UK and Ireland in promoting and developing the role of PSAs in collaboration with ARB and the RIBA (two annual meetings).
9.	Participate in Departmental business representing the role of PSA in all issues affecting Part III.
10.	Liaise with professional practices and the candidates' mentors including exploring CPD and KE opportunities in practice including interaction with the principals in local practices.
11.	Act in the capacity as director/committee member in external organisations (CBRT, GIA, and RIAS) as part of the civic duties from the University.

Person Specification

Educational and/or Professional Qualifications
(E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)

E1	Registered practicing Architect
E2	Professional degree in architecture
E3	Membership of professional bodies
D1	Postgraduate qualification in architecture (M.Arch)
D2	Fellowship of the Higher Education Academy

Experience

E4	Significant experience in professional practice
E5	Experience in a range of professional roles within the practice of architecture
E6	Experience in mentoring and supervising junior and inexperienced staff

D3	Prior experience in an academic environment
Job Related Skills and Achievements	
E7	Substantial experience of design, development and delivery of relevant curriculum including supervision and mentoring students, monitoring changing legislation and develop curriculum to suit, and organising exams
E8	Substantial experience mentoring students through work placements and experience in providing pastoral care
E9	Substantial experience of successfully participating in school networks through the examination committee APEAS, and experience of liaising with the professional bodies RIBA, ARB regarding validation and prescription.
E10	Experience in co-ordination administrative roles with support team such as membership of examination committee, recruitment of external tutors and facilitating contribution to the professional studies curriculum, and membership of departmental committees
E11	Substantial experience of independently developing initiatives, problem solving, and decision making in relation to course delivery, recruitment activities, student registration and fees
E12	Substantial experience in Planning and Management: a) Sole responsibility for subject area, and b) Responsible for mentoring, examination timetabling and all communications regarding examinations and external examiners
E13	Demonstrable Experience in Research and Scholarship
Personal Attributes	
E14	Excellent communication and interpersonal skills, with a demonstrable aptitude for interacting with a range of stakeholders in academia, professional practice and creative and construction industries.
E15	Demonstrable experience and ability in team working, coordination, liaising activities
Quality Indicators	
E16	Ability to progress the curriculum in a changing professional environment.
E17	Ability to provide evidence of continuing professional development (CPD) as required by the professional bodies.
E18	Ability to develop and deliver own CPD contributions to the profession
Other Relevant Factors	
E19	Willingness to travel to professional meetings.
E20	Mentoring students in practice placements.
E21	Attending liaison meetings throughout the UK.

Application Procedure

Applicants are required to complete an application form including the name of three referees who will be contacted before interview without further permission, unless you indicate that you would prefer otherwise. Applicants should also submit a Curriculum Vitae and a covering letter detailing the knowledge, skills and experience you think make you the right candidate for the job. Applicants should also complete the Equal Opportunities Monitoring Form.

Other Information

Further information on the application process and working at Strathclyde can be found on our website (http://www.strath.ac.uk/hr/workforus).

Informal enquiries about the post can be directed to Ms Aileen Alexander, Administrator, Department of Architecture (aileen.alexander@strath.ac.uk / 0141 548 3002).

Conditions of Employment

Conditions of employment relating to the Teaching staff category can be found at: Conditions of Employment.

PVG Check

This position involves regulated work, making it a legislative requirement that the successful candidate becomes a member of the Protection of Vulnerable Groups Scheme. If appointed, employment with the University will not be confirmed, until membership of the Scheme has been received. The successful applicant will be precluded from working with protected groups until that time.

Pre-employment health screening

An offer of appointment will be subject to a medical assessment by Occupational Health. An individual who accepts an offer of employment must complete a confidential medical questionnaire and forward it to the Occupational Health Nurse within 5 days of receipt. If further information is required the individual may be contacted by the OHN or a Medical Advisor and a personal appointment with the individual may be arranged. An unconditional contract of employment will not be issued until Human Resources receives confirmation that applicant is fit to undertake the duties of the post.

Probation

Where applicable, the successful applicant will be required to serve a 12 month probationary period.

Pension

The successful applicant will be eligible to join the Universities' Superannuation Scheme. Further information regarding this scheme is available from Payroll and Pensions.

Relocation

Where applicable, the University offers a relocation package to support new employees who meet the eligibility criteria. The relocation package is offered as a contribution towards costs incurred, and is designed to be flexible, allowing staff to use the financial support available in the way that will be most helpful to them. Further details are outlined in the Relocation Policy.

Interviews

Formal interviews for this post will be held on 22 or 26 September 2017.

Equality and Diversity

We value diversity and welcome applications from all sections of the community.

The University currently holds a Bronze Athena SWAN award, recognising our commitment to advancing women's careers in science, technology, engineering, maths and medicine (STEMM) employment in academia.

