



Cardiff  
Metropolitan  
University

Prifysgol  
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Caerdydd

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Associate Tutor in Product Design</b>
<b>Location:</b>	<b>Cardiff School of Art and Design</b>
<b>Department:</b>	<b>Product Design</b>
<b>Tenure:</b>	<b>Casual</b>
<b>Salary:</b>	<b>£47.50 per session, includes annual leave payment</b>
<b>Accountable to:</b>	<b>Dean of School</b> Although the Dean of School is responsible for lecturing staff, the <b>Programme Director Product Design</b> oversees the coordination of course-related information and activity.

### Role Description:

CSAD is seeking to expand its register of exceptional, suitably qualified people who are available to teach in Product Design in the School on an occasional or sessional basis. We are specifically looking for people to support the 'subject' modules. We are specifically looking for people with a professional level of knowledge, in the following areas:

- User-centric design processes,
- Design for manufacture,
- Solidworks
- Keyshot
- CAD / CAM
- Design thinking
- Digital sketch
- Digital medias
- 2D and 3D conceptulisation
- Design constraints
- Live projects

and the application of these in an academic environment.

July 2018

We prefer candidates to hold a good MA or MSc, or an equivalent professional qualification. We welcome candidates who hold a PhD or have equivalent research experience.

Some teaching experience would be helpful, but is not essential as training can be given, if needed. However, it is essential that candidates have a significant grasp of the academic and/or professional nature of their subject and can communicate this with clarity, academic rigor and enthusiasm.

Short-listed candidates will be interviewed and asked to present a trial lesson plan that they would deliver to a group of Undergraduate students.

Successful candidates will go on our register and will be contacted in good time should work become available within the School. Such work might involve covering for academic staff in times of sickness, when staff are on agreed research leave or working with the team to deliver the programme on a sessional basis throughout the year.

Please note that the session fee is inclusive of both teaching and associated duties, i.e. the hour of delivery plus one hour for the duties associated with that hour of delivery including preparation and assessment.

For information further to that which is provided here, please contact Clara Watkins, [cwatkins@cardiffmet.ac.uk](mailto:cwatkins@cardiffmet.ac.uk)

Candidates are selected for interview on the basis of **clearly evidencing** the extent to which they satisfy the criteria at the application stage as outlined in the Person Specification. This is best undertaken by addressing each criterion in the 'Further Information in Support of your Application' section of the application form. Curriculum Vitae will not be considered unless they are supplied as additional information and accompanied by a completed application form.

### **Main areas of responsibility**

1. To obtain and be familiar with relevant course documents which give information related to the aims and operation of the course, including the syllabus, methods of assessment, preferred teaching methods, information needed by students, course dates and times, etc.
2. To liaise with members of the programme team, as appropriate, in order to understand requirements, coordinate plans and administrative actions and to discuss changes.
3. To prepare effective course material which will fulfil the aims of the course, including enhancement of the learning experience through a student-centred approach.
4. To attend and deliver sessions as agreed, lecturing, leading discussions and otherwise providing guidance and advice and promoting learning, as

required.

5. To prepare and mark, as required, any related written work, studio work, class work and examination papers, within the appropriate assessment procedures.
6. To provide constructive and timely feedback to students on their progress.
7. To keep such records of assessment and attendance as the university requires.
8. To observe class opening and closing times strictly.
9. To ensure that the Programme Director/Leader and the class are informed of their absence, where this is unavoidable, as far in advance as possible.
10. To provide, where appropriate, a course/work plan, set of objectives and reading lists to students.
11. To attend meetings, induction and development sessions as required.

#### **Additional Information:**

##### ***Standard Notification***

**These guidelines are provided to assist you in the performance of your contract. 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 technical tasks are likely to be performed as directed by the line manager.**

**It is accepted that individual staff will have a specialist skills and knowledge base in relation to the role they have been appointed to. In addition to this, Cardiff Metropolitan University expects that all staff will conduct themselves in a professional and courteous manner at all times and have particular regard for their responsibilities under Cardiff Metropolitan University's Equalities, Financial, Environmental and Sustainability, Human Resources and Health and Safety policies and procedures.**



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**PERSON SPECIFICATION**

Post: Associate Tutor in Product Design

Unit/School: Cardiff School of Art and Design

\*Key

A - Application form

I - Interview

T/P - Test/Presentation

FACTORS	ESSENTIAL AND DESIRABLE CRITERIA	ASSESSED BY		
		A*	I*	T/P*
Education & Qualifications (Essential)	<p>A good honours degree and / or equivalent professional qualification in Product Design or equivalent.</p> <p>Ability to achieve Fellow Status as part of the Higher Education Academy's Professional Recognition scheme.</p>	X	X	
Education & Qualifications (Desirable)	<p>A good Masters and / or equivalent professional qualification.</p> <p>Doctorate or equivalent research experience.</p> <p>Fellow Status as part of the Higher Education Academy's Professional Recognition scheme.</p> <p>Membership of a professional body</p>	X	X	
Knowledge (Essential)	<p>A good level of knowledge relevant to the subject and professional area including:</p> <ul style="list-style-type: none"> <li>• User-centric design processes,</li> <li>• Design for manufacture,</li> <li>• Solidworks</li> <li>• Keyshot</li> <li>• CAD / CAM</li> <li>• Design thinking</li> <li>• Digital sketch</li> <li>• Digital medias</li> <li>• 2D and 3D conceptulisation</li> <li>• Design constraints</li> <li>• Live projects</li> </ul>	X	X	X

	Evidence of undertaking continuous professional development (CPD).		X	
	A sound understanding of pedagogy.		X	

FACTORS	ESSENTIAL AND DESIRABLE CRITERIA	ASSESSED BY		
		A*	I*	T/P*
Skills & Abilities (Essential)	Ability to design teaching and learning material.	X		
	Ability to employ appropriate assessment methods.	X		
	Ability to undertake administrative duties in an accurate and timely fashion.	X		
	Ability to plan workloads.		X	
	Ability to identify areas for improvement and to use initiative and problem solving skills to improve performance.		X	
Personal Skills and Attributes (Essential)	Ability to communicate and disseminate complex and conceptual ideas in a variety of ways – presentations, reports, learning materials.	X		X
	Ability to develop productive working relationships as part of a professional team.	X	X	
Experience Paid/Unpaid (Desirable)	Experience of teaching.	X		
Other Requirements (Essential)	Ability to demonstrate a commitment to Equality and Diversity, Health and Safety, Quality Standards.		X	
Other Requirements (Desirable)	Ability to speak Welsh	X	X	