



**Architecture+DesignScotland**  
Ailtearachd is Dealbhadh na h-Alba

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Architecture and Design Scotland (A+DS) is a nondepartmental public body of the Scottish Government, incorporated under the Companies Act 1985 as a private limited Company. Company No. SC267870.

Date as postmark

Dear Applicant

## **APPOINTMENT OF EDUCATION MANAGER ARCHITECTURE + DESIGN SCOTLAND**

Thank you for your response to our advertisement inviting applications for the position of Education Manager with Architecture + Design Scotland. The following documents are enclosed:-

- Advertisement;
- Application Form;
- Ethnic Monitoring Form;
- Job Description and Staff Structure;
- Terms and Conditions of Employment.

Your application will be handled as follows:-

- Your application will be acknowledged within five working days of receipt;
- The interview panel will first assess your completed form against the advertised criteria for the post to see whether you have the necessary skills and knowledge specified for the appointment;
- Architecture + Design Scotland will let you know whether or not you will be interviewed. Should you be invited to attend an interview, your expenses will be reimbursed;
- You will be asked questions by the interview panel to assess whether you can demonstrate that you have the specified qualities;
- All interviewees will be advised in writing of the outcome of the interview;
- If you are successful you will be invited in writing to accept the appointment.

It is anticipated interviews will be held at The Lighthouse, Glasgow on Thursday 8 April 2010.



Please post, fax or email your completed Application Form, CV and Ethnic Monitoring Questionnaire to the following address **no later than Noon on Friday 26 March 2010:-**

**Recruitment  
Architecture + Design Scotland  
Bakehouse Close  
146 Canongate  
EDINBURGH  
EH8 8DD**

**Tel: 0131 556 6699**

**Fax: 0131 556 6633**

**Email: [recruitment@ads.org.uk](mailto:recruitment@ads.org.uk)**

Please ensure that you have signed the relevant documents. All correspondence relating to your application will be treated in confidence. To ensure equality of assessment, applications will only be accepted if made on the Form provided by A+DS.

If you have any general queries regarding this letter, or if you require further information on the duties and functions of Architecture + Design Scotland, please do not hesitate to contact me at the above address.

Yours sincerely

**Andrea Hepburn  
PA to Chief Executive**

Encs

## EDUCATION MANAGER



Architecture+DesignScotland  
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### **Do you want to make a difference to the future of Scotland's built environment?**

A+DS is a non departmental public body established by the Scottish Government as the national champion for good architecture, design and planning in the built environment and the current requirement is for an Education Manager to work with the education strand within the ACCESS to architecture programme.

ACCESS into Architecture is a Scottish Government funded programme developed with the belief in the capacity of architecture and design to inform, inspire, influence and challenge. Through learning and debate this programme aims to involve and empower people to make better places by encouraging engagement and ownership of the places they live in and use. There are four connected strands within the ACCESS to Architecture programme – Exhibitions, Education and Community and Online.

Applications are invited from suitably qualified people for this post currently based in Glasgow. Ideally the position would suit someone with a knowledge and interest in the built environment, interpretation of architecture to a variety of participants, development of educational resources and projects both informal and formal and the curriculum for excellence.

Appointment will be to the pay range Band B2 (£24,171 - £29,673). Starting salary will depend on experience. This post is fixed term maternity cover for eight months (with a possible extension), full-time and currently analogued to the Scottish Government pay and conditions of employment. The successful applicant will have the opportunity to join the Civil Service Pension Scheme.

### **PROCESS OF APPOINTMENT**

Please find attached links to the following documents:-

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- Terms and Conditions of Employment;

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- The application will be acknowledged within five working days of receipt;
- The interview panel will first assess your completed form against the advertised criteria for the post to see whether you have the necessary skills and knowledge specified for the appointment;

- Architecture and Design Scotland will let you know whether or not you will be interviewed. Should you be invited to attend an interview, your expenses will be reimbursed;
- You may be asked to prepare a short presentation for the interview panel;
- You will be asked questions by the interview panel to assess whether you can demonstrate that you have the specified qualities;
- All interviewees will be advised in writing of the outcome of the interview;
- If you are successful you will be invited in writing to accept the appointment.

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If you have any general queries regarding this letter, or if you require further information on the duties and functions of Architecture and Design Scotland, please do not hesitate to contact the office.

*Architecture and Design Scotland is an equal opportunities employer which welcomes applications from all suitably qualified people. We aim to employ a workforce reflecting the diversity of Scotland's people*



## EDUCATION MANAGER: ACCESS PROGRAMME

### 1. Band B2 : £24,171 - £29,673

Full Time. Maternity Cover 8 months (possible extension)

Based in Glasgow

### 2. ARCHITECTURE AND DESIGN SCOTLAND

A+DS is a Non Departmental Public Body (NDPB) and operates as a company limited by guarantee funded directly by the Scottish Government. A+DS acts as a key delivery mechanism for the objectives of the Scottish Government's Policy on Architecture for Scotland. We champion the power of good design to change Scotland; we aim to create successful places where people want to be; and we work with those who can transform Scotland's built environment.

#### ACCESS

ACCESS into Architecture is a Scottish Government funded programme developed with the belief in the capacity of architecture and design to inform, inspire, influence and challenge. Through learning and debate this programme aims to involve and empower people to make better places by encouraging engagement and ownership of the places they live in and use. There are four connected strands within the ACCESS to Architecture programme – Exhibitions, Education, Community and Online. This collaborative approach results in a varied and accessible programme of exhibitions, events, workshops and resources to engage, inform and illuminate public, professional and political audiences.

### 3. ROLE

As a key member of the ACCESS to Architecture team you will develop and manage all education and life-long learning programmes, these aim to engage, inform, challenge, entertain and support learners in becoming more confident, creative and enterprising individuals. The programme works in collaboration with Exhibitions and Community strands to develop public, professional and schools projects and resources.

As a key team member you will the role also includes the management, financial and quality controls and co-ordination of appropriate staff.

### 4. DUTIES

#### 4.1 Specific

- To creatively develop, through forward planning and programming, a co-ordinated series of education and life-long learning programmes, for example:-
  - Architecture Master classes.
  - Professional Development.
  - Family and lifelong learning series.
  - Schools Programme.
  - Resource packs in support or to inform exhibitions.
- To seek additional funding to underpin the above programmes and to make relevant grant, funding and sponsorship applications and approaches.
- To manage education related budgets.
- To oversee, manage and appraise the work of all education staff including sub-contractors.

- To ensure that all education projects are monitored and evaluated and that learning is transferred into new projects.
- To liaise with other project teams within Architecture and Design Scotland with regard to the co-ordination of related education developments.

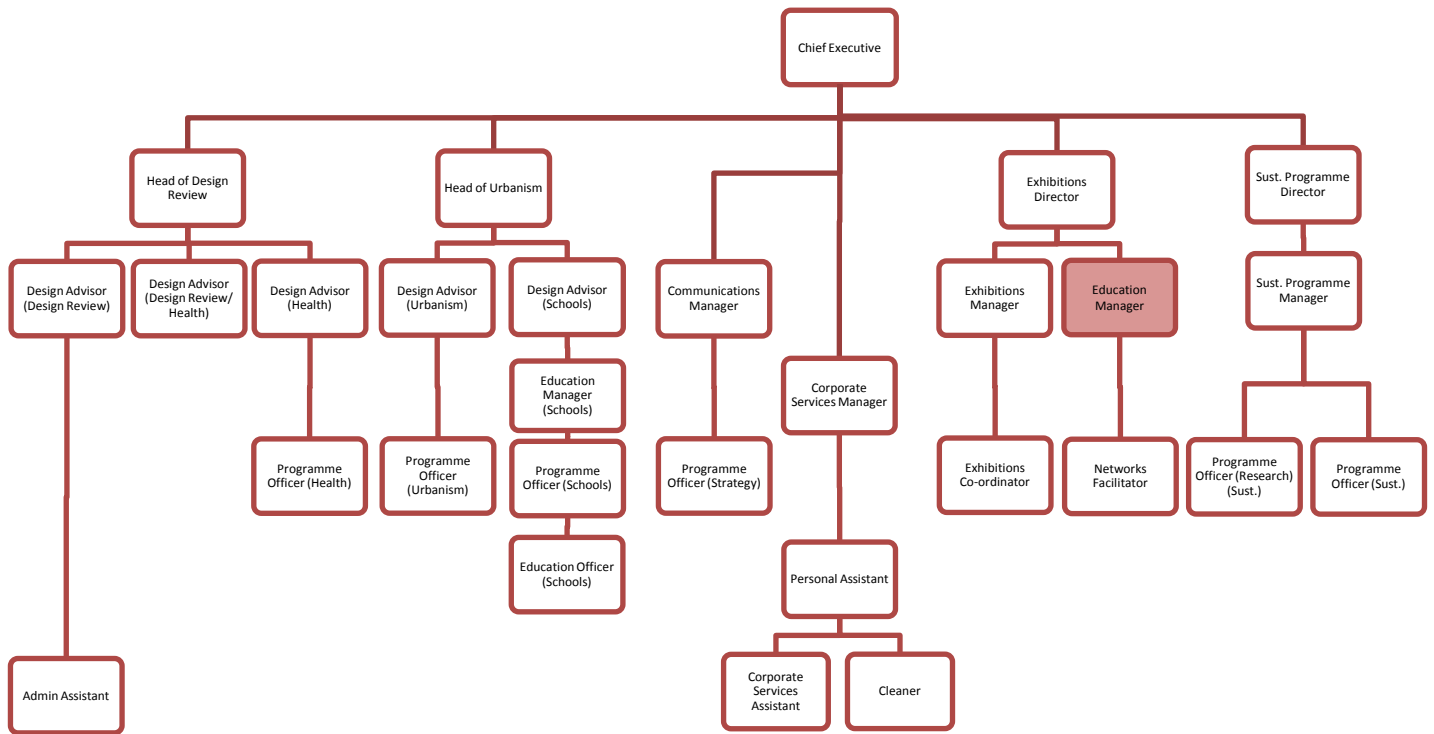
#### 4.2 General

- Contribute to programming and financial procedures, including preparation of project proposals, project budgets, appointment of consultants, and monitoring of project progress and outcomes.
- Contribute knowledge and expertise to shared work and activities across A+DS, including communications, events and workshops.
- Contribute to corporate activities such as corporate planning, annual reporting, staff CPD and training and providing cover for others.
- Undertake other functions as instructed by the Chief Executive.

### APPLICANT REQUIREMENTS

		Essential	Desirable
1.	Academic qualification to degree level.		X
2.	Relevant experience in management role, including financial and quality controls.	X	
3.	Successful track record of educational development including research, curriculum/content development, programming and co-ordinating the work of others in that context.	X	
4.	Good communication and interpersonal skills, particularly the ability to advocate and communicate clearly both in writing and orally.	X	
5.	The ability to generate and apply knowledge in a range of contexts and in an creative and innovative manner.	X	
6.	Committed to the promotion of good quality architecture and interpretation to a wide variety of audiences.	X	
7.	The ability to take the initiative and exercise judgement, and act confidently and authoritatively in a front facing role.	X	
8.	Successful experience of grant application and/or fundraising, generally.		X
9.	Ability to plan and control projects (or a programme) from development to delivery through project, budget and personnel management skills.	X	
10.	Ability to liaise effectively and confidently with senior personnel in other public and private sector organisations.	X	
11.	The ability to work independently and as part of a team.	X	
12.	Efficient, motivated and able to work under pressure.	X	

# Staffing Structure : A+DS Edinburgh & Glasgow – February 2010



# ARCHITECTURE AND DESIGN SCOTLAND

## SCHEDULE OF THE PRINCIPAL TERMS AND CONDITIONS OF APPOINTMENT OF STAFF



Architecture+DesignScotland  
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### Generally

1. This Schedule and individual letters of appointment summarise or refer to the main terms and conditions of service as they apply at present. Full details of the terms and conditions of employment are included in Architecture and Design Scotland's adopted Staff Handbook. Staff will be told about any significant changes by means of staff notices and updating supplements to the Staff Handbook which is available to all staff in electronic form in: data\administration\staff information\Staff Handbook.
2. The Chief Executive will be the line manager for the senior staff of Architecture and Design Scotland and will be responsible to the Chair, Deputy Chair and Company Board of the Company. You will report directly to the Chief Executive and the Company Board of Architecture and Design Scotland, unless otherwise indicated in your appointment letter.
3. All permanent appointments to Architecture and Design Scotland are analogued to Scottish Government's pay and conditions of employment. More detailed information for each individual member of staff is provided in letters of appointment and in the Staff Handbook for Architecture and Design Scotland, which will be updated when required in consultation with the Sponsor Division in the Scottish Government.

### Continuity of Employment

4. Previous employment with the Scottish Government and/or A+DS will count as part of a continuous period of employment for the purpose of Employment Protection legislation. No other employment with a previous employer will count with this new employment as a continuous period of employment for the purpose of the Employment Protection legislation.

### Location

5. Staff will be required to be based at Architecture and Design Scotland's offices at either Bakehouse Close, 146 Canongate, Edinburgh or The Lighthouse, 11 Mitchell Lane, Glasgow. These are non-smoking offices. In any relocation thereafter, staff will have the same right to relocation terms and conditions as employees in the same pay band in the Scottish Government. Staff will not be required to work outside the United Kingdom. Staff will be reimbursed for travel and subsistence expenses incurred as a result of the requirements of their job. The terms and conditions of reimbursement are laid out in detail in the Staff Handbook.

### Probation

6. All newly appointed staff will serve a nine month probationary period unless specifically advised otherwise. At the end of this period their appointment will be confirmed, provided the appointee has shown that he/she can meet the normal requirements of the job, and their attendance and conduct have been satisfactory.

## **Pay**

7. The salary of staff on appointment will be as detailed in their individual letter of appointment. Architecture and Design Scotland operates the same performance management system as that used by the Scottish Government. Any increase to pay will be dependent on performance.

## **Working Hours**

8. Full time staff of Architecture and Design Scotland will normally work a 5 day week of 42 hours including meal breaks of one hour per day. The hours of attendance will normally be as follows:

Monday-Thursday	8.30 am-5.00 pm
Friday	8.30 am-4.30 pm

Alternatively, staff may have the opportunity to work a Flexible Working Hours system, details of which have been agreed by the Board of Architecture and Design Scotland. Part time staff will have their working hours agreed with the Company Board on an individual basis. Pay and leave entitlement of part time staff will be calculated on a pro rata basis using agreed weekly part-time hours and the net full time hours of 37.

## **Overtime**

9. The rules relating to overtime are set out in the Staff Handbook for Architecture and Design Scotland. Staff will not normally be asked to work hours in excess of their normal commitment and there will not normally be any opportunity for paid overtime. The Working Time Regulations limit the number of hours that an individual is permitted to work unless he or she has voluntarily agreed to work in excess of these limits. Details of the requirements of the Regulations are included in the Staff Handbook.

## **Sick Leave**

10. Staff of Architecture and Design Scotland are required to inform their line manager by 10.00 am on the first working day on which they are unable to work because of illness or incapacity. Such notification must be followed by:

- a self-certificate form on return to work if sick absence lasts 7 days or less; or
- if the absence lasts more than 7 days, a self-certificate form covering the first 7 calendar days together with a statement by a qualified medical practitioner covering the absence from the 8th day.

Subject to the discretion of the Company Board of Architecture and Design Scotland and subject to any right they may have to terminate appointments, staff of Architecture and Design Scotland may be paid during sickness absence on full pay (inclusive of any statutory sick pay), less any social security benefits to which they may be entitled (whether claimed or not), for up to 6 months in any rolling period of 12 months - and after that on half pay, up to a maximum of 12 months paid sick absence (whether at full or half rate) in any rolling period of 4 years or less.

Payment of sick pay is conditional upon the timeous receipt of self-certification forms and medical practitioner's certificates as appropriate covering the entire absence period.

If attendance is unsatisfactory because of frequent or continuous sick absence, the staff member's suitability for continued employment will be reviewed by the Company Board of Architecture and Design Scotland, in discussion with the appointed HR Consultancy. A medical examination by an occupational health specialist may be required and the results of any such examination may be disclosed to Architecture and Design Scotland. A guide for staff and line managers on managing attendance is available in the Staff Handbook.

### **Period of Notice**

11. Unless a member of staff is dismissed on disciplinary grounds, staff will be eligible for the following minimum periods of notice:

- less than 4 years continuous service - 5 weeks;
- 4 years or more continuous service - not less than one week for each year of continuous employment plus one week, to a maximum of 13 weeks.

If for any reason other than disciplinary dismissal the minimum period of notice cannot be given, the staff member will receive compensation in lieu of the unexpired period of notice.

If retired prematurely, staff may be eligible for a longer period of notice.

Staff in Bands A and B who decide to leave Architecture and Design Scotland will be required to give not less than 1 month's notice. Staff in Band C will be required to give not less than 3 months' notice.

### **Pension arrangements**

12. Appointments to Architecture and Design Scotland are pensionable from the outset for staff joining the Civil Service Pension Scheme. Scheme details will be made available.

### **Age of retirement**

13. From 01 October 2006 a "no retirement age" policy was introduced by SE and is, therefore, also the case for Architecture and Design Scotland. However, note that there may be a difference between retirement age and pension age which is dependent upon the pension scheme rules.

### **Acceptance of outside appointments**

14. Staff of Architecture and Design Scotland are required to obtain the agreement of the Company Board before entering into any employment commitments to other employers. Existing commitments entered into by staff during their previous employment must be disclosed to the Company Board before accepting employment.

## **Conduct and discipline**

15. The rules on conduct and discipline are set out in the Staff Handbook. Any employee who is dissatisfied with any disciplinary decision relating to him/her should apply in writing within 5 working days to the Chief Executive of Architecture and Design Scotland. All staff must also comply with Architecture and Design Scotland's IT Code of Conduct which is included in the Staff Handbook. The procedure applicable to the taking of disciplinary decisions or to a decision to dismiss is set out in the Staff Handbook. If during their probationary period a member of staff commits a minor disciplinary offence their line manager will:

- explain what is wrong;
- advise what standard of behaviour is required;
- warn that any further breaches of conduct may result in termination of appointment; and
- confirm the warning in writing.

If the staff member commits a further minor offence, or if they commit a more serious offence, their line manager, or the Chief Executive, will:

- interview and inform them of the complaint against them; and
- give them the opportunity to state their case orally at the interview.

If the complaint against them is well founded, their appointment will be terminated.

## **Use of Official Information**

16. The staff of Architecture and Design Scotland is required to exercise care in the use of information which they acquire in the course of their official duties and to protect information which is held in confidence. The rules governing the use of official information and related activities are set out in the Staff Handbook. Any breach of these rules may result in disciplinary action and in certain circumstances criminal or civil proceedings.

## **Grievances**

17. If a member of staff has any grievances relating to their employment they should, where possible, seek to resolve it with their immediate line manager. This initial approach should be made informally but it can, if necessary, be followed up in writing. If it is not possible to resolve the grievance at that stage, or if it is the line manager's action which is the subject of the grievance, the staff member with the grievance can raise it with their line manager who is at least one management level higher than the officer responsible for the earlier decision/action. If still dissatisfied, the matter can be raised with the Chief Executive or with the trade union. If the grievance is against the Chief Executive, the matter should be raised with the Company Board. If the grievance is against the Company Board then the board will be required to raise the grievance issues with the Head of the Department in the Executive to which the Sponsor Division belongs. Details of the steps to be taken if it is considered that the cause for complaint has not been dealt with satisfactorily, in spite of the approaches to the above officers, are in the Staff Handbook.

## **Collective Agreements Between the Scottish Executive and Trade Unions**

18. There are no National Agreements which affect your terms and conditions of service. Local Agreements which directly affect the terms and conditions of service are as follows:

Scottish Executive Main Management and Trade Union Partnership Agreement 1999.

The Scottish Office and Associated Departments Agreement on Redundancy Principles and Procedures - 1994.

Agreement on Limitation of Island Service - 1976.

## **Confidentiality and Data Protection**

19. The Staff Handbook provides guidance of how the Data Protection Act 1998 impacts on staff members of Architecture and Design Scotland.

## **Equal Opportunities**

20. Architecture and Design Scotland operates an equal opportunities policy and diversity strategy, full details of which are provided in the Staff Handbook.

## **IT Code of Conduct**

21. Architecture and Design Scotland operates an IT Code of Conduct to provide guidance on the use of its IT facilities. The Code is included in the Staff Handbook.
22. Architecture and Design Scotland reserve the right to make reasonable changes to any of the Terms and Conditions of Employment, Staff Handbook or Policies and Procedures. Staff will be advised of changes by written notice.