

JOB DESCRIPTION

Job Title: **Lecturer / Senior Lecturer in Work Based Learning**

Responsible to: **Subject Leader**

Accountable to: **Dean of Faculty**

Overall Purpose

To make a full, proactive and flexible contribution to the Faculty through:

1. Delivery of an outstanding student learning experience;
2. Delivery of financially sustainable research and enterprise activities;
3. Achievement of the Faculty's internationalisation objectives.

The responsibilities listed are indicative of the role, and can change from year to year to support personal development and Faculty priorities.

Principal Duties and Responsibilities

Student experience

Provide an outstanding research-informed student learning experience, demonstrating creativity and innovation in the effective planning and delivery of lectures, seminars, tutorials, dissertation/project supervision, research degree supervision, and other forms of learning opportunity. This may include face-to-face, blended, virtual, corporate/post-experience and international delivery.

Demonstrate excellence in the development and use of the VLE to enhance the learning experience for both taught and off-site students.

Provide high quality management of modules and/or small programmes including the provision of pastoral and academic advice to students, taking a proactive approach to the implementation of established quality assurance processes and contributing to the design and implementation of quality enhancement initiatives.

At Senior Lecturer level, provide high quality management of large and/or non-standard modules and programmes, proactively implementing established quality assurance processes and leading the design and implementation of quality enhancement initiatives including the development of new modules and programmes delivered in single or multiple locations.

Research and enterprise

Maintain a personal record of published research outputs at national and preferably international level, and make a proactive contribution to securing external funding to support this activity. Alternatively, make a significant contribution to securing and delivering financially sustainable enterprise activities, examples of which may include: applied research, consultancy, corporate training/education, knowledge exchange.

At Senior Lecturer level, take a leadership role in securing and delivering financially sustainable research and/or enterprise activities. Examples may include: academic research, applied research, consultancy, corporate training/education, knowledge exchange, and/or other forms of income generation. This can involve managing small (project) budgets and leading research teams.

Actively contribute to the Faculty's research community through, for example: participation in the Faculty's research groups and/or research centres, seeking opportunities for collaborative scholarship, providing support for less experienced researchers, delivering workshops on the PhD and/or DBA programmes, membership of Doctoral supervision teams.

Develop and maintain productive external relationships, examples of which may include: other HEIs, employers, professional bodies, corporate clients, international partners.

Generic Duties and Responsibilities

Make a positive and proactive contribution to the general life of the Subject Group, Faculty and wider University, ensuring that effort and resources are utilised effectively and efficiently in pursuit of the University strategy.

Contribute to the development and implementation of Faculty promotional and student recruitment activities. Examples may include: attendance at Open Days, development of promotional materials, conducting applicant interviews, visits to/from prospective clients, international partners and recruitment fairs, participation in Welcome Week activities.

At Senior Lecturer level, provide effective mentoring and other support for new staff and/or Associate Lecturers when required.

Work flexibly, and undertake any responsibilities and tasks reasonably requested by the Subject Leader, Deputy Dean, Dean.

The post holder will be responsible and accountable for ensuring all employment-related legislative requirements are adhered to. Examples include: equality and diversity, health and safety.

This job description may be altered at any time in the future in line with the level of the post to meet changing institutional requirements and the growing dynamic environment of higher education. Any changes will be made in full consultation with the post holder.

PERSON SPECIFICATION

Please ensure that your application statement provides clear and specific examples to illustrate how you meet each criterion in the person specification. Applicants that fail to do so are unlikely to be shortlisted.

	Essential	Highly desirable	Application form	Presentation	Interview
Qualifications					
Undergraduate degree.	X		X		X
Masters degree.	X		X		X
Doctorate, completed or within 12 months of completion.		X	X		X
Professional recognition as HEA Fellow (D2) or teaching qualification recognised by HESA, or willingness to obtain HEA Fellow (D2) within an agreed timescale.	X		X		X
Subject specialism					
Specialist knowledge of work-based and work-related learning, and an ability to teach across the domain at UG, PG and professional levels including the ability to supervise students undertaking a placement year.	X		X	X	X
Demonstrable experience of facilitating work-based learning.		X	X		X
Ability to teach research methods and to supervise students undertaking research at postgraduate level.	X		X		X
Student experience					
Ability to plan and deliver a high quality student learning experience (e.g. via lectures, seminars, supervision, pastoral support).	X		X	X	X
Demonstrate innovation and creativity in the development of resources to support student learning using a range of media.		X		X	
Ability to develop online and blended learning materials and to support learners effectively in these modes using a VLE.	X		X		X

Academic leadership				
Ability to lead modules and/or small programmes.	X		X	X
Ability to lead large and / or complex modules / programmes. (Essential for appointment at Senior Lecturer level)		X		X
Ability to provide academic leadership in the development of new modules and / or programmes. (Essential for appointment at Senior Lecturer level)		X		X
Ability to implement quality assurance processes.	X		X	X
Ability to lead the design and implementation of quality enhancement initiatives. (Essential for appointment at Senior Lecturer level)		X		X
Experience of providing Doctoral supervision.		X	X	X
Research & enterprise				
Record of publications / other scholarly outputs of national or (ideally) international standing.				
<u>OR</u>	X		X	X
Evidence of significant, recent, relevant industry experience, and the ability to apply this to learning and teaching.				
Evidence of successfully securing external research and/or enterprise funding.		X	X	X
Personal attributes				
Ability to mentor new and / or Associate Lecturers. (Essential for appointment at Senior Lecturer level)		X		X
Evidence of excellent communication skills and intercultural sensitivity.	X		X	X
Ability to contribute positively to the external profile of the University (e.g. via participation in digital networks).	X			X
Ability to work independently, to successfully manage multiple priorities and to meet tight deadlines.	X			X
Ability to adapt to organisational and technological change.	X			X

Terms and Conditions of Employment relevant to post

Job Title: Lecturer/Senior Lecturer in Work Based Learning

Hours: Full time: 1.0 FTE

Salary: Lecturer Grade 7 £32,959 - £37,076 per annum
Senior Lecturer Grade 8 £38,184 - £46,925 per annum

Work Base: Park Campus or any of The University of Northampton premises as required

Pension: Eligible to join the Teachers' Pension

Holidays: 35 days per annum plus Bank Holidays and Closed Days

Notice period: 2 months

Subject to:

- Probationary period – 12 months
- Compliance with Asylum and Immigration Act 1996 and Immigration Asylum and Nationality Act 2006
- Evidence of stated qualifications relevant to the post
- Evidence of membership of relevant professional bodies as dictated by the post