

Job Description

Position:	Lecturer in Professional Practice (Graphic Design)
School/Service/Unit	School of the Arts
Reference:	ART-082/A
Grade:	AC2/Grade 7
Status:	Permanent
Hours:	Full Time / Part Time
Responsible to:	Head of School
Responsible for:	Delivery of teaching, assessment, curriculum development and associated research and enterprise initiatives.

Main Function of the Post:

- To teach critical and practice-based undergraduate and taught postgraduate programmes across the Graphic Design portfolio and contributing to the management of these programmes wherever possible.
- To contribute to the development of all facets of Graphic Design within the Visual Communication sub-cluster with a particular emphasis upon the ability to combine traditional and new technologies and support collaborative interdisciplinary projects.
- To work in association with the Bolton Business Gateway/Bolton One team to build links with Graphic Design organisations to facilitate work experience and plan studio visits appropriate to the curriculum.
- To undertake research and scholarly activity and/or current professional creative practice in Graphic Design which informs teaching within the School of Arts..

Principal Duties and Responsibilities:

1. Support the management and direction of students and learning resources as assigned by the Head of School.
2. Develop and deliver resources, teaching materials and assessments across a range of critical modules and traditional and digital Graphic Design formats.
3. Supervise the work of taught undergraduate/postgraduate and/or research students, as required.
4. Set, mark and assess students' work, ensuring learning outcomes have been met and feedback is both detailed and constructive.
5. Undertake research or other agreed scholarly activity which informs teaching and contributes to the development of the School.
6. Prepare appropriate proposals and applications to external bodies to secure research funding and generate additional income/opportunities for the University.

7. Integrate current and demonstrable knowledge and skills reflective of professional practice in the field of Graphic Design into the curriculum to support the University's employability agenda.
8. Interact on a professional level with relevant internal and external professional bodies to ensure currency of knowledge, relevancy and accreditations.
9. Participate in the development of internal and external partnerships to disseminate information, share best practice, establish opportunities for collaborative work and enhance the reputation of the School/University.
10. Design, review and adapt module content in response to student feedback and need.
11. Teach on academic/research programmes across the School.
12. Engage with quality assurance processes/procedures to ensure that School/University standards are met.
13. Participate and contribute to University/School/Programme meetings/boards as appropriate to the role.
14. Contribute to appropriate pre-entry, recruitment, selection and admissions activities (including Open Days and Partner/Employer Visits) in order to promote the School and gain a better understanding of student/employee needs/expectations.
15. Provide a first point of contact for student welfare issues, referring problems on where they are complex or serious.
16. Introduce new starters to the School, providing support and training on the skills, processes, systems and activities of the School.
17. Provide feedback to colleagues via peer mentoring schemes to support the development of self and others.
18. Carry out personal and professional development to enhance subject authority and to contribute to the University's reputation for academic and professional excellence.

Note:

This is a description of the role requirements as it is presently constituted. It is the University's practice to periodically review job descriptions to ensure that they accurately reflect the role requirements to be performed and if necessary update to incorporate changes were appropriate. The review process will be conducted by the relevant manager in consultation with the role-holder.

Please note that this appointment may be subject to Disclosure and Barring Clearance

Person Specification

Position: Lecturer in Professional Practice (Graphic Design)		Reference: ART-082/A	
School: School of the Arts		Priority (1/2)	Method of Assessment
Criteria			
1	Qualifications		
1 a)	Honours degree in relevant subject area	1	Application Form/ Documentation
1 b)	A postgraduate qualification in relevant subject area	2	Application Form/ Documentation
1 c)	Membership of a relevant professional body	2	Application Form/ Documentation
1 d)	A relevant teaching qualification and/or fellowship status of the Higher Education Academy (HEA), or a willingness to obtain fellowship membership of the HEA within a specified time frame	1	Application Form/ Documentation
1 e)*	PhD/Professional Doctorate or willingness to complete within specified timeframe , or equivalent level qualification or exceptional achievements in the professional field see note 3*	1	Application Form/ Documentation
2	Skills / Knowledge		
2 a)	Able to contribute to the development and delivery undergraduate/postgraduate programmes in the School in a critical and practical context	1	Application Form/Interview
2 b)	Credible teaching and assessment skills across traditional and digital formats within the context of Graphic Design	1	Application Form/ Assessment
2 c)	Proven ability to work effectively independently and with others as a team member	1	Application Form/ Interview
2 d)	Able to operate systems and processes to enhance quality and teaching and learning excellence	1	Application Form/ Interview
2 e)	Ability and commitment to undertake appropriate subject specific research and/or enterprise activity and/or high level professional practice within the field which will inform teaching and enhance the student experience	1	Application Form/ Interview
2 f)	Knowledge and experience in supervising student/colleague work and providing appropriate support/feedback	1	Application Form/ Interview
2 g)	Possess sufficient breadth and/or depth of specialist knowledge to work within established programmes and to contribute to research in the area of Graphic Design	1	Application Form/ Assessment

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School: School of the Arts		Priority	
Criteria		(1/2)	Method of Assessment
2	Skills / Knowledge		
2 h)	Extensive knowledge of Graphic Design career paths and relevant contacts in the creative industries.	1	Application Form/ Interview
2 i)	Excellent written and oral communication skills and able to influence and persuade people at all levels and to exchange complex concepts in a manner appropriate to the audience	1	Application Form/ Assessment
3	Experience		
3 a)	Teaching, research and programme delivery experience in the field of Graphic Design	1	Application Form/Interview
3 b)	Experience of contributing to and implementing quality assurance procedures	2	Application Form/Interview
3 c)	Experience in using traditional and digital technologies in professional practice as relevant to the Graphic Design area	1	Application Form/Interview
3 d)	Experience of preparing proposals/applications to external bodies to secure funding and developing successful partnership arrangements with industrial/educational providers	2	Application Form/Interview
3 e)	Experienced and able to publish or present results of research or equivalent professional outputs	1	Application Form/Interview
3 f)	Current professional practice which can inform the University's employability agenda in relation to Graphic Design.	1	Application Form/Interview
4	Personal Qualities		
4 a)	Awareness of the requirements associated with operating within a customer service environment	1	Interview
4 b)	Able to successfully lead and manage discrete projects	1	Interview
4 c)	Able to critically reflect on all aspects of own contributions to the role	1	Interview
4 d)	Able to network effectively with local/national employers and organisations	1	Interview
4 e)	Commitment to continuous improvement and creative ways of working	1	Interview
4 f)	Able to demonstrate sensitivity in dealing with colleagues/partners and stakeholders from different cultural backgrounds	1	Interview
5	Other		
5 a)	Willing to undertake staff development, which may take place outside the University	1	Interview
5 b)	Awareness of the principles of the Data Protection Act, Health and Safety, Freedom of Information Act and Bribery Act, Prevent, and UKBA	1	Interview
5 c)	Commitment to the University's policy on equal opportunities and diversity	1	Interview
5 d)	Available to work flexibly and travel as appropriate in order to meet the needs of the service.	1	Interview

Note

1. **Priority 1** indicates **essential** criterion – an applicant would be unsuccessful if unable to satisfy all Priority 1 criterion.
2. **Priority 2** indicates **desirable** criterion - applicants failing to satisfy a number of these are unlikely to be successful.
3. *The role-holder is required to hold a PhD/Professional Doctorate qualification. However, those without a PhD/Professional Doctorate but with equivalent level qualifications or outstanding achievements in the professional field will be expected to complete a PhD/Professional Doctorate within four years from the date of commencement.
4. It is the responsibility of the employee to ensure any professional accreditation/membership remains current
5. Please note it is normally expected that a new appointee will commence at the bottom of grade.