

Job Description

Position:	Senior Lecturer – Special Make-Up Effects
School:	Arts & Creative Technologies
Reference:	ACT – 130/A
Grade:	Grade 8
Status:	Permanent
Hours:	Full-time
Reporting to:	Head of School

Main Function of the Position:

To lead and teach on undergraduate and taught postgraduate programmes across the portfolio, leading as appropriate in the Special Make-Up Effects area.

To contribute and lead, where appropriate, to commercial income generation activity, and will undertake research and scholarly activity to contribute to the development of new areas in their relevant subject field.

To be responsible for leadership and delivery of teaching, assessment, curriculum development and associated research and enterprise initiatives.

Principal Duties and Responsibilities:

1. The management and direction of academic/research team(s), students and learning resources as assigned by the Head of School.
2. Be responsible for the design, delivery and on-going evaluation of relevant modules/programmes, ensuring School objectives and learning outcomes are met, and reflects relevant content and current practice.
3. Develop and monitor innovative and creative appropriate assessments which measure student performance and understanding, to ensure learning outcomes have been met.
4. To provide effective management for academic leadership on programmes within the Special Make-Up Effects portfolio and the process of enrolment, induction, student choice, module scheduling and provision of any relevant student information.
5. Challenge ideas, foster debate and encourage students to develop skills in critical discourse and rational thinking.
6. Use a variety of learning and teaching methods/materials (e.g. web-based and blended learning) to enhance the student experience.
7. Take responsibility for the pastoral care of students within a specified area, referring problems on where complex or serious.
8. Lead others and plan assessment deadlines and specific teaching arrangements to ensure student needs and expectations are met and that time and resources are used effectively.

9. Undertake research or other agreed scholarly activity in order to contribute to the development of the School.
10. Manage the demands of teaching, administration, research and scholarly activity to ensure competing deadlines are met.
11. Design, review and adapt academic/programme content and guidance materials by interpreting student feedback pre-empting needs to enable input to the overall development of the programme and enhance and support student progression and experience.
12. Identify and prepare proposals and applications to external bodies, as required, to secure research funding and generate additional income/opportunities for the University.
13. Write and publish results of high quality and innovative research within national and international literature and peer reviewed journals developing appropriate research methodologies to further scholarly activities.
14. Supervise the work of taught postgraduate and/or research students, as required, to support the development of student research skills.
15. Develop research objectives for own/and/or collaborative research in line with funding criteria. Act as a referee and contribute to peer assessment for appropriate journals as required.
16. Identify gaps in course content and programme structure with colleagues and devise creative solutions which meet the requirements of overarching teaching frameworks.
17. Proactively and effectively engage with quality assurance procedures, contributing to papers as appropriate, to ensure School/University standards are upheld.
18. Provide support, guidance and training to junior members of staff on the skills, processes, and activities relevant to the School. Provide feedback to colleagues via peer mentoring schemes to support development of self and others and ensure continuous improvement of the School's performance.
19. Contribute to and assist in appropriate pre-entry, recruitment, selection and admissions activities (including Open Days/Industry and Partner Visits) to promote the School and identify student needs and expectations. Coordinate student events ensuring appropriate use of time and resources.
20. Interact on a professional level with relevant internal and external professional bodies to ensure currency of knowledge, relevancy and accreditations.
21. Ensure and maintain integrity and confidentiality of data and associated data protection requirements in line with statutory and corporate requirements
22. Ensure a safe working environment and abide by University health and safety policies and practices and to observe the University's Equal Opportunities policy and Dignity at Work policy at all times.
23. Awareness of environmental and sustainability issues and a commitment to the University's associated strategy with respect to the performance / delivery of key responsibilities of the role

Note:

This is a description of the position 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 position holder.

Please note that this appointment is subject to Disclosure and Barring Clearance.

Person Specification

Position:	Senior Lecturer – Special Make-Up Effects	Reference:	ACT-130/A
School:	Creative Technologies	Priority	
Criteria		(1/2)	Method of Assessment
1	Qualifications		
1 a)	Honours degree in a relevant subject area	1	Application / Documentation
1 b)	A postgraduate qualification in relevant subject area	1	Application / Documentation
1 c)	Membership/qualification of a relevant professional body	1	Application / Documentation
1 d)	A relevant teaching qualification and 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 / Documentation
1 e)*	PhD/Professional Doctorate or willing to complete within specified timescales, or equivalent level qualification or outstanding achievements in the professional field see note 4*	1	Application / Documentation
2	Skills / Knowledge		
2 a)	Able to contribute to the development and delivery of the Special Make-Up Effects programme in the School	1	Application / Interview
2 b)	Credible teaching and assessment skills within Special Make-Up Effects for Film and Television	1	Application / Interview
2 c)	Proven academic development, teaching and assessment skills	1	Application / Interview / Assessment
2 d)	Ability and experience in operating systems and processes to enhance quality and teaching and learning excellence	1	Application / Interview
2 e)	Competent in the application of IT systems and capable of utilising IT with respect to the requirements of the role	1	Application / Interview
2 f)	Able to liaise with colleagues and other stakeholders and to contribute to staff development	1	Application / Interview
2 g)	Proven ability and commitment to undertake appropriate subject specific research and/or enterprise activity	1	Application / Interview
2 h)	Aware of current academic/professional developments in research, teaching and learning excellence	1	Application / Interview
2 i)	Excellent written and oral communication skills and the ability to influence and persuade people at all levels and to exchange complex concepts in a manner appropriate to the audience	1	Application / Interview / Assessment
2 j)	Possess extensive breadth and/or depth of specialist knowledge to work within established programmes and to write authoritatively in the subject area	1	Application / Interview

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3 Experience			
3 a)	Proven teaching and programme leadership experience including the design, delivery, assessment and validation of modules/courses	1	Application / Interview
3 b)	Relevant experience in the supervision of the work of undergraduate and/or postgraduate students and providing appropriate pastoral support	1	Application / Interview
3 c)	Experience in using and developing new technologies and professional practice initiatives relevant to the subject area.	1	Application / Interview
3 d)	Experience of preparing proposals/applications to external bodies to secure funding	2	Application / Interview
3 e)	Experienced and able to publish quality research	1	Application / Interview
3 f)	Experience in developing and delivering successful learning and teaching improvements	1	Application / Interview
3 g)	Experience of working in and around an industry environment within the dedicated specialism	1	Application / Interview
4 Personal Qualities			
4 a)	Awareness of the requirements associated with operating within a customer service environment	1	Interview
4 b)	Commitment to continuous improvement and creative ways of working	1	Interview
4 c)	Able to work individually and under own initiative and to lead and manage projects and motivate others to reach agreed objectives/deadlines	1	Interview
4 d)	Able to demonstrate sensitivity in dealing with colleagues/partners and stakeholders from different cultural backgrounds	1	Interview
4 e)	Able to critically reflect on all aspects of own contribution to the role	1	Interview
4 f)	Able to successfully network with local/national employers and organisations	1	Interview
5 Other			
5 a)	Willing to undertake staff development , which may take place outside the University and be flexible in working practices in order to meet the needs of the service	1	Interview
5 b)	Awareness of the principles and requirements of the Data Protection Act/ Freedom of Information Act, the Bribery Act and Health & Safety, UKVI	1	Interview
5 c)	Commitment to the University's policy on equal opportunities and diversity	1	Interview
5 d)	Able to travel nationally and internationally in order to meet the requirements 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.