

Job Description

Position:	Lecturer Practitioner in Legal Education and Practice
School/Service	School of Law (based in the Faculty of Professional Studies)
Reference:	LAW-036/A
Grade:	Grade 7 (Market Supplement may be applicable subject to skills, knowledge and experience)
Status:	Permanent
Hours:	Full-time or Part Time [tbc on appointment]
Responsible to:	Academic Lead – Law
Responsible for:	Delivery of teaching, assessment, curriculum development and associated research and enterprise initiatives.

Main Function of the Post:

- To teach on undergraduate and taught SQE postgraduate programmes across the Law Portfolio and contributing to the management of these programmes wherever possible.
- To contribute to the development of all facets of Law within the School (with a relevant specialism) and to the wider portfolio of the Academic School/University as appropriate.
- To undertake research and scholarly activity and/or high level professional creative practice in the field of law.

Principal Duties and Responsibilities:

1. Support the management and direction of students and learning resources as assigned by the Academic Lead – Law.
2. Develop and deliver resources and teaching materials to meet programme/course frameworks and learning outcomes on a range of programmes.
3. To act as a personal tutor for a group of students.
4. Develop and monitor assessments to measure students' performance and understanding.
5. Supervise the work of taught undergraduate/postgraduate and/or research students, as required.
6. Set, mark and assess students' work, ensuring learning outcomes have been met and feedback is both detailed and constructive.
7. Interact on a professional level with relevant internal and external professional bodies to ensure currency of knowledge, relevancy and accreditations.
8. Maintain, develop and exploit professional networks to enhance the student experience and the employability of students.
9. Undertake research and/or other agreed scholarly activity in order to contribute to the development of the field.
10. Prepare appropriate proposals and applications to external bodies to secure research funding and generate additional income/opportunities for the University.
11. Write and publish results of innovative research in the field to further the Academic School/University's standing in the HE sector and wider community.
12. Develop research objectives and proposals for individual/collaborative research initiatives which meet funding criteria.
13. Use initiative, creativity and judgement in the development of appropriate research methodologies to further scholarly/enterprise activity in the area.
14. 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 Academic School/University.
15. Design, review and adapt module content in response to student feedback and need.
16. Teach on academic/research programmes across the Academic School.

17. Engage with quality assurance processes/procedures to ensure that Academic School/University standards are met.
18. Contribute/collaborate with academic colleagues on subject/unit/programme development and delivery within the Academic School and across the University to ensure the curriculum portfolio remains current and assessment procedures relevant.
19. Participate and contribute to University/Academic School/Programme meetings/boards as appropriate to the role.
20. Co-ordinate student events, as required, ensuring effective use of time and resources.
21. Contribute to appropriate pre-entry, recruitment, selection and admissions activities (including Open Days and Partner/Employee Visits) in order to promote the Academic School and gain a better understanding of student/employee needs/expectations.
22. Provide a first point of contact for student welfare issues, referring problems on where they are complex or serious.
23. Introduce new starters to the Academic School, providing support and training on the skills, processes, systems and activities of the Academic School.
24. Provide feedback to colleagues via peer mentoring schemes to support the development of self and others.
25. Carry out personal and professional development to enhance subject authority and to contribute to the University's reputation for academic and professional excellence.
26. To be flexible in the role and to undertake relevant academic and administrative duties as assigned by the Head of School.

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 where 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.

Although this is a full time appointment and the University requires exclusivity of service the University welcomes candidates who wish to work not less than 0.8 FTE in order to continue to undertake paid legal work external to the University with its prior agreement.

Person Specification

Position:	Lecturer in Law (Practitioner)	Reference: LAW-020/A	
School/Service/Unit:	School of Law	Priority	
Criteria		(1/2)	Method of Assessment
1 Qualifications			
1 a) Honours degree in relevant subject area		1	CV/Expression of Interest Documentation
1 b) A postgraduate qualification in relevant subject area		2	CV/Expression of Interest Documentation
1 c) Current and continued membership/qualification of a relevant professional body (e.g. SRA Practising Certificate) see note 4 below*		1	CV/Expression of Interest Documentation
1 d) A relevant teaching qualification or willingness to undertake within a specified time frame 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	CV/Expression of Interest Documentation
1 e)* PhD or PhD in progress or willingness to undertake within a specified time frame see note 3 below*		1	CV/Expression of Interest Documentation
2 Skills / Knowledge			
2 a) Able to contribute to the development and delivery of undergraduate/postgraduate programmes in the School		1	CV/Expression of Interest
2 b) Credible training and mentoring skills within a law context		2	CV/Expression of Interest Assessment
2 c) Proven ability to work effectively independently and with others as a team member		1	CV/Expression of Interest /Interview
2 d) Able to operate systems and processes to enhance quality and teaching and learning excellence		1	CV/Expression of Interest /Interview
2 e) Proficient in the application of IT systems and capable of utilising IT with respect to the requirements of the role		1	CV/Expression of Interest /Interview
2 f) Able to liaise with colleagues and other stakeholders and to contribute to staff development		1	CV/Expression of Interest /Interview
2 g) Ability and evidence of undertaking appropriate subject specific research and/or enterprise activity and/or high level professional practice within the field		2	CV/Expression of Interest /Interview

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2 h) Ability to supervise student work and provide appropriate support/feedback		1	CV/Expression of Interest /Interview
2 i) Possess sufficient breadth and/or depth of specialist knowledge to work within established programmes and to contribute to research in the area of law		1	CV/Expression of Interest /Interview
2 j) Able to implement and develop innovative and creative solutions that impact positively on teaching and learning		1	CV/Expression of Interest Assessment
2 k) 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	CV/Expression of Interest Assessment
3 Experience			
3 a) Teaching, training or mentoring experience or aptitude		2	CV/Expression of Interest /Interview
3 b) Substantial practitioner experience and achievement as a qualified Solicitor or Barrister		1	CV/Expression of Interest /Interview
3 c) Experience of or aptitude of supervising the work of undergraduate and/or postgraduate students		2	CV/Expression of Interest /Interview
3 d) Experience of contributing to and implementing quality assurance procedures		2	CV/Expression of Interest /Interview
4 Personal Qualities			
4 a) Awareness of the requirements associated with operating within a customer service environment		1	Interview
4 b) Able to work successfully in a small team in a dynamic and challenging environment		1	Interview
4 c) Able to work individually and under own initiative and to successfully lead and manage discrete		1	Interview
4 d) Commitment to continuous improvement and creative ways of working		1	Interview
4 e) Able to critically reflect on all aspects of own contributions to the role		1	Interview
4 f) Able to network effectively with local/national employers and organisations (in particular Legal Practitioners)		1	Interview
4 g) Able to demonstrate sensitivity in dealing with colleagues, partners and stakeholders from different cultural backgrounds		1	Interview

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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, Freedom of Information Act, Prevent, Health and Safety within the work environment, and Bribery Act and UKVI	1	Interview
5 c)	Commitment to the University's policy on equal opportunities and diversity	1	Interview
5 d)	Available to work evenings and outside the normal academic year	1	Interview
5 e)	Able to travel nationally and internationally as required 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