

Job Description

Position:	Lecturer in Law
AG/Service/Unit:	School of Law
Reference:	LAW-023/A
Grade:	Grade 7
Status:	Permanent
Hours:	Full-time
Responsible to:	Academic Operations Lead – Law
Responsible for:	Delivery of teaching, assessment, curriculum development and associated research and enterprise initiatives.

Main Functions of the Post:

- To teach on undergraduate and taught postgraduate programmes across the Law course portfolio and contributing to the management of these programmes.
- To contribute to the development of all facets of Law within the School (with a relevant specialism) and to the wider portfolio of the Business School/University.
- 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 Director of the School of 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/enhanced personal tutor (EPT) 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. Undertake research and/or other agreed scholarly activity in order to contribute to the development of the field.
8. Prepare appropriate proposals and applications to external bodies to secure research funding and generate additional income/opportunities for the University.
9. Write and publish results of innovative research in the field to further the Business School/University's standing in the HE sector and wider community.
10. Develop research objectives and proposals for individual/collaborative research initiatives which meet funding criteria.
11. Use initiative, creativity and judgement in the development of appropriate research methodologies to further scholarly/enterprise activity in the area.
12. Interact on a professional level with relevant internal and external professional bodies to ensure currency of knowledge, relevancy and accreditations.
13. 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 Group/University.
14. Design, review and adapt module content in response to student feedback and need.
15. Teach on academic/research programmes across the Business School.
16. Engage with quality assurance processes/procedures to ensure that Business School/University standards are met.
17. Contribute/collaborate with academic colleagues on subject/unit/programme development and delivery within the Business School and across the University to ensure the curriculum portfolio remains current and assessment procedures relevant.
18. Participate and contribute to University/Business School/Programme meetings/boards as appropriate to the role.
19. Co-ordinate student events, as required, ensuring effective use of time and resources.
20. Contribute to appropriate pre-entry, recruitment, selection and admissions activities (including Open Days and Partner/Employee Visits) in order to

promote the Business School and gain a better understanding of student/employee needs/expectations.

21. Provide a first point of contact for student welfare issues, referring problems on where they are complex or serious.
22. Introduce new starters to the Business School, providing support and training on the skills, processes, systems and activities of the Business School.
23. Provide feedback to colleagues via peer mentoring schemes to support the development of self and others.
24. Carry out personal and professional development to enhance subject authority and to contribute to the University's reputation for academic and professional excellence.
25. Ensure and maintain integrity and confidentiality of data associated data protection requirements in line with statutory and corporate requirements.
26. 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.
27. 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 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 is subject to Disclosure and Barring Clearance

Person Specification

Position: Lecturer in Law		Reference: LAW-020/A	
School/Service/Unit: School of Law		Priority	
Criteria		(1/2/3)	Method of Assessment
1 Qualifications			
1 a)	Honours degree in relevant subject area	1	CV/Expression of Interest Documentation
1 b)	A postgraduate qualification	1	CV/Expression of Interest Documentation
1 c)	Membership/qualification of a relevant professional body	1	CV/Expression of Interest 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	CV/Expression of Interest Documentation
1 e)*	PhD or PhD in progress, or equivalent level qualification or exceptional achievements in the professional field see note 4*	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 teaching and assessment skills within a law context	1	CV/Expression of Interest Assessment

Position:	Lecturer in Law	Reference: LAW-020/A	
School/Service/Unit:	School of Law	Priority	
Criteria		(1/2/3)	Method of Assessment
2 c)	Credible ability, qualification and/or experience including a SRA Practising Certificate and experience of Pro Bono work	1	CV/ application form / Assessment
2 d)	Proven ability to work effectively independently and with others as a team member	1	CV/ application form /Interview
2 e)	Able to operate systems and processes to enhance quality and teaching and learning excellence	1	CV/ application form /Interview
2 f)	Proficient in the application of IT systems and capable of utilising IT with respect to the requirements of the role	1	CV/ application form /Interview
2 g)	Able to liaise with colleagues and other stakeholders and to contribute to staff development	1	CV/ application form /Interview
2 h)	Ability and evidence of undertaking appropriate subject specific research and/or enterprise activity and/or high level professional practice within the field	1	CV/ application form /Interview
2 i)	Ability to supervise student work and provide appropriate support/feedback	1	CV/ application form /Interview
2 j)	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/ application form /Interview
2 k)	Able to implement and develop innovative and creative solutions that impact positively on teaching and learning	1	CV/ application form/ Assessment
2 l)	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/ application form/ Assessment
3	Experience		
3 a)	Teaching, research and programme delivery experience	1	CV/ application form /Interview
3 b)	Experience of supervising the work of undergraduate and/or postgraduate students	1	CV/ application form /Interview
3 c)	Experience of contributing to and implementing quality assurance procedures	1	CV/ application form /Interview
Position:	Lecturer in Law	Reference: Law-020/A	

School/Service/Unit:	School of Law	Priority (1/2/3)	Method of Assessment
Criteria			
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	
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. It is the responsibility of the employee to ensure any professional accreditation/membership remains current
4. Employees are expected to have access to suitable IT equipment and broadband internet access at home to work remotely if required.