Job Description

Position: Lecturer

School: Engineering

Reference: ENG-170/A

Grade: Grade 7

Status: Permanent

Hours: Full 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 on undergraduate and taught postgraduate programmes across the School of Engineering Portfolio, and contributing to the management of these programmes wherever possible.

- To contribute to the development of all facets of Geospatial and Digital Engineering within the Subject group and to the wider portfolio of the School/University as appropriate.

- To undertake research and scholarly activity and/or high level professional creative practice in the field of Geospatial and Digital Engineering

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 to meet programme/course/student frameworks and learning outcomes on a range of programmes.

3. Supervise and/or co-ordinate 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 and/or other agreed scholarly activity in order to contribute to the development of the field and to further the School's/University's standing in the HE sector and wider community.

6. Prepare appropriate proposals and applications to external bodies to secure research funding and generate additional income/opportunities for the University.

7. Use initiative, creativity and judgement in the development of appropriate research methodologies to further scholarly/enterprise activity in the area.

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. Particpate 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/Employee 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.

19. 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.

20. Ensure and maintain integrity and confidentiality of data and associated data protection requirements in line with the statutory and corporate requirements.

21. 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 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 Geospatial and Digital Engineering	Reference:	ENG-170/A
School:	School of Engineering	**Priority (1/2)**	**Method of Assessment**

Criteria		Priority (1/2)	Method of Assessment
1	**Qualifications**		
1 a)	Honours degree in relevant subject area	1	Application Form / Documentation
1 b)	A postgraduate Masters qualification in relevant subject area	1	Application Form / Documentation
1 c)	Registration with a relevant regulatory body e.g. RICS, ICE, CICES	1	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 within final year of submission, or equivalent level qualification or exceptional achievements in the professional field **see note 4***	1	Application Form / Documentation
2	**Skills / Knowledge**		
2 a)	Able to contribute to the development and delivery of undergraduate/postgraduate programmes in the School	1	Application Form / Interview
2 b)	Proven ability and commitment to undertake appropriate subject specific research and/or enterprise activity and ensure it informs teaching	1	Application Form / Interview
2 c)	Credible teaching and assessment skills within a Geospatial and Digital Engineering context	1	Application Form / Interview / Assessment
2 d)	Proven ability to work effectively independently and with others as a team member	1	Application Form / Interview
2 e)	Able to operate systems and processes to enhance quality and teaching and learning excellence	1	Application Form / Interview
2 f)	Ability and commitment to undertake appropriate subject specific research and/or enterprise activity and/or high-level professional practice within the field	1	Application Form / Interview
2 g)	Knowledge and experience in supervising student work and providing appropriate support/feedback	1	Application Form / Interview
2 h)	Possess sufficient breadth and/or depth of specialist knowledge to work within established programmes and to contribute to research in the area of Geospatial and Digital Engineering	1	Application Form / 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 Form / Interview / Assessment

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School:	School of Engineering	**Priority (1/2)**	**Method of Assessment**
Criteria			
3 a)	Teaching, research and programme delivery experience	1	Application Form / Interview
3 b)	Experience of contributing to and implementing quality assurance procedures	2	Application Form / Interview
3 c)	Experience in using and developing new technologies and professional practice initiatives relevant to the subject 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 results of research	2	Application Form / Interview
3 f)	Experience in developing and delivering successful learning and teaching improvements	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)	Commitment to continuous improvement and creative ways of working	1	Interview
4 c)	Able to successfully lead and manage discrete projects	1	Interview
4 d)	Able to critically reflect on all aspects of own contributions to the role	1	Interview
4 e)	Able to network effectively with local/national employers and organisations	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, UKVI, Prevent, Freedom of Information Act and Bribery Act	1	Interview
5 c)	Commitment to the University's policy on equal opportunities and diversity	1	Interview
5 d)	Available to work flexibly and remotely 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 five years from the date of commencement.
4. It is the responsibility of the employee to ensure any professional accreditation/membership remains current
5. Employees are expected to have access to suitable IT equipment and broadband internet access at home to work remotely if required