

## Job Description

<b>Position:</b>	Senior Lecturer - RGS
<b>School:</b>	Research & Graduate School
<b>Reference:</b>	RGS-013/A
<b>Grade:</b>	Grade 8
<b>Status:</b>	Fixed term for one-year, or the return of the role holder from maternity leave, whichever is the earlier date.
<b>Hours:</b>	Full-time
<b>Reporting to:</b>	Executive Dean - RGS

### Main Function of the Position:

To lead and teach on researcher development programmes and the taught postgraduate Career Development Masters (CDM) suite of programmes, leading as appropriate in dedicated areas.

To undertake research and scholarly activity in a subject area of the University to contribute to the development of new areas in their subject field as well as publishing in a REF UoA related to that subject.

To be responsible for leadership and delivery of teaching, assessment, curriculum development across the range of activities within RGS that support the researcher community and PGT students.

### Principal Duties and Responsibilities:

1. Designing and delivering training for new viva voce Independent Chairs, as well as undertaking the role of an independent chair for viva voce examinations as needed.
2. Develop and manage appropriate software solutions for RGS to support PGR students, such as for the APR process
3. To provide effective academic leadership on the MA/MSc Professional Practice programme including the process of enrolment, induction, student choice, module scheduling etc. and acting as Module Leader on the Professional Dissertation module (CDM7003).
4. To be the CDM Enhanced Programme Leader to coordinate the activities of course teams across the University as well as working with the Off Campus Division as a Link Tutor to support delivery of the CDM programmes at partner institutions
5. To be the Module Lead the Masters module 'Research Degree Supervising' EDU7001 for training new research supervisors including the delivery of the sessions and the relevant assessment, ensuring compliance with University quality procedures.
6. Maintain the PGR supervisor record of qualified supervisors such that it is current and supervisors receive refresher training on a 3 year cycle.

7. Manage the PGR student training programme for the Vitae RDF including delivering sessions on that programme, working collaboratively with other colleagues in the R&GS and across the University. This includes being the nominated academic link with Vitae for such things as;
  - a. Liaising with the Vitae central team as needed
  - b. Membership of the Vitae 'LinkedIn' group
  - c. Leading and delivering skills workshops for staff/students
8. Manage all academic Moodle sites for the R&GS including;
  - a. Attaching supervisors and students to various groups
  - b. Ensuring currency of content on the sites
  - c. Administering the mailing list
  - d. Managing the video training material (Angel Productions Ltd.) in order to ensure access for students and compliance with the licence terms.
9. Control the PGR external user accounts in conjunction with the Off Campus Division so that relevant external colleagues/examiners have access as needed across our partnerships
10. Liaising with external agencies, as appropriate, for research
11. Working with identified administrative colleagues, act as the academic lead for the R&GS web pages to ensure that the pages are current.
12. Establish and manage an appropriate PGR 'mentoring' provision and manage this process through collaborative working with all Schools to ensure consistency of approach
13. Undertake an agreed load of PGR supervisions.
14. Establish and then manage, an annual Summer Research School that all PGR students (on campus, off campus and distance learning) are invited to attend.
15. Manage the organisation of weekly School-based research meetings (forum) for all PGR students in collaboration with Research Coordinators, to support researcher development
16. Manage the PGR student reps process in liaison with the SEO to ensure student rep participation at the BoSRD and at relevant committees within Schools.
17. Act as the link between R&GS and the Research Students' Society of the UBSU including ensuring that the annual Society's student research conference occurs and supporting the students in their organisation of this event.
18. Take responsibility for the pastoral care of research students, referring problems on where complex or serious.
19. Undertake research in order to contribute to the development of the University's research portfolio. This includes publishing within national and international literature and peer reviewed journals and developing appropriate research methodologies to guide scholarly activities.

20. Identify and prepare proposals and applications to external bodies, as required, to secure research funding and generate additional income/opportunities for the University.
21. Supervise the work of taught postgraduate students to support the development of student research skills.
22. Act as a referee and contribute to peer assessment for appropriate journals as required.
23. To be a member of the Research & Knowledge Exchange committee and the Board of Studies for Research Degrees.
24. To be the PREVENT policy lead for researchers and associated training programmes
25. Contribute to and assist in appropriate pre-entry, recruitment, selection and admissions activities (including Open Days/Industry and Partner Visits) to promote PGR opportunities and those for the CDM suite of programmes.
26. Interact on a professional level with relevant internal and external professional bodies to ensure currency of knowledge, relevancy and accreditations.

**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

<b>Position:</b> Senior Lecturer - RGS		<b>Reference:</b> RGS-013/A	
<b>School/Service:</b> Research & Graduate School		<b>Priority</b> (1/2)	<b>Method of Assessment</b>
<b>Criteria</b>			
<b>1</b>	<b>Qualifications</b>		
1 a)	Honours degree in a relevant subject area	1	Application Form/ Documentation
1 b)	A postgraduate qualification in relevant subject area	1	Application Form/ Documentation
1 c)	Membership/qualification of a relevant professional body	2	Application Form/ 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 Form/ Documentation
1 e)	PhD/Professional Doctorate	1	Application Form/ Documentation
<b>2</b>	<b>Skills / Knowledge</b>		
2 a)	Proven ability and commitment to undertake appropriate subject specific research that is aligned with the TIRI agenda	1	Application Form/Interview
2 b)	Able to successfully and effectively lead and manage academic/research programmes and teams	1	Application Form/Interview
2 c)	Proven academic development, teaching and assessment skills	1	Application Form/Interview/ Assessment
2 d)	Ability and experience in operating systems and processes to enhance quality and teaching and learning excellence	1	Application Form/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 Form/Interview
2 f)	Able to liaise with colleagues and other stakeholders and to contribute to staff development	1	Application Form/Interview
2 g)	Aware of current academic/professional developments in research, teaching and learning excellence	1	Application Form/Interview
2 h)	Knowledge and understanding of academic organisation and its processes as well as academic/research management and delivery	1	Application Form/Interview
2 i)	Able to devise creative solutions that impact positively on research students' learning	1	Application Form/Interview
2 j)	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
2 k)	Possess extensive breadth and/or depth of specialist knowledge to work within established programmes, research and to write authoritatively in a subject area of the University	1	Application Form/Interview

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<b>Criteria</b>		<b>(1/2)</b>	<b>Method of Assessment</b>
<b>3 Experience</b>			
3 a)	Proven teaching and programme leadership experience including the design, delivery, assessment and validation of modules/courses	1	Application Form/Interview
3 b)	Relevant experience in the supervision of the work of postgraduate students (taught and research) and providing appropriate pastoral support	1	Application Form/Interview
3 c)	Experience in contributing and implementing quality assurance improvements	1	Application Form/Interview
3 d)	Experience of preparing proposals/applications to external bodies to secure funding	2	Application Form/Interview
3 e)	Experienced and able to publish quality research	2	Application Form/Interview
3 f)	Experience in developing and delivering successful learning and teaching improvements	1	Application Form/Interview
<b>4 Personal Qualities</b>			
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 organisations	1	Interview
<b>5 Other</b>			
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, the Bribery Act and UKBA	1	Interview
5 c)	Awareness of the requirements of Health & Safety within the work environment	1	Interview
5 d)	Commitment to the University's policy on equal opportunities and diversity	1	Interview
5 e)	Flexible in working practises in order to meet the needs of the service.	1	Interview
5 f)	Able to work flexibly and remotely and 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. **Priority 3** indicates criterion **not specifically required** for the post but in a competitive situation may be used to select applicants who cannot be separated on priorities 1. and 2
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.
6. If required employees are expected to have access to suitable IT equipment and broadband internet access at home to work remotely if required