



**UNIVERSITY OF LINCOLN
JOB DESCRIPTION**

JOB TITLE	Lecturer in Food Manufacturing (Quality and Technical Management)				
DEPARTMENT	National Centre for Food Manufacturing				
LOCATION	Holbeach Campus				
JOB NUMBER	COS180	GRADE	7	DATE	April 2015
REPORTS TO	Head of Skills and Work Based Learning				

CONTEXT

The National Centre for Food Manufacturing (NCFM) is the University's flagship facility for the UK's Food Industry with some 250 businesses accessing courses for their employees, technical services and research via the campus. Our clients include Bakkavor, Nestle, the Produce World Group, Moy Park, QV Foods, Pork Farms, Tesco and Morrisons amongst others and we collaborate with many international partners and universities.

Reporting to and working closely with the Head of Skills and Workbased Learning, the post holder is responsible for the delivery of teaching, learning and curriculum development in the subject area of Food Quality and Technical and Management and related subjects across a range of programmes. All of our students are employed in the industry and study on a part-time basis. The post holder will therefore require industry knowledge as well as sound academic credentials and a passion for teaching and supporting students with differing backgrounds.

The post requires an experienced Technical or Quality manager who has a passion for helping people to learn. Whilst experience of teaching in FE or HE is desirable, an academic background is not essential and the role would very much suit an industry professional who is looking for a change of career.

JOB PURPOSE

To deliver learning and teaching across a range of programmes and support students in their studies (Apprenticeships, short courses and Higher Education programmes, notably at Foundation Degree level).

To undertake module/course coordination and leadership duties.

To support the enterprise agenda, predominantly through contributing to the delivery of short courses.

To undertake employer and stakeholder liaison in support of employees on courses, the development of courses with employers and to promote the provision to employers, teachers, parents and other parties.

KEY RESPONSIBILITIES

The responsibilities of a Lecturer are wide ranging and may change over time according to the development needs of the department and the individual. In general a Lecturer can expect to undertake any of the following:

Teaching and Learning Support

- To be responsible for teaching and assessing of both the practical and theoretical components of courses including relevant Functional Skills.
- To have responsibility for supporting students individually or collectively in their studies through tutorials and subject support sessions.
- Undertake module/course coordination and leadership duties for identified courses.
- The delivery of provision on employers' premises and providing support for students in the workplace where required.
- Support the recruitment process, providing initial advice and guidance to students and their employers.
- Undertake initial assessment and develop learning plans with students and the provision of tutorial support and an appropriate level of pastoral care.
- Ensure that teaching content is appropriately informed by current thinking and scholarly activity.
- Advance own teaching and learning to improve teaching practice. This will include building skills in the delivery of e-learning.
- To play an active role in the quality monitoring and improvement process for the provision, working with the Head of Skills and Workbased Learning to monitor data, identify areas for improvement, implement improved practice and monitor outcomes and supporting the same for HE programmes.
- Maintain up to date knowledge of qualification structures, content and funding in order to inform dialogue with employers, aid decision making and delivery.

Enterprise and Scholarly Activity

- Provide academic support and supervision for student projects.
- Undertake scholarly activity to inform teaching practice and aid the securing of grant funding i.e. through the development of new short courses.
- Contribute to the delivery and development of NCFM's short course offer.
- Assist in the development of appropriate commercial work i.e. trials and consultancy.

Liaison and Development

The role requires the post holder to liaise closely with colleagues within NCFM to ensure the smooth running of provision. Liaison with employers is a strong feature of the role and the post holder will maintain employer relationships and associated professional networks in support of students and individual self-development.

- Liaise and network effectively with colleagues, employers and others to enhance service standards, increase support for students and promote provision and the University.
- Visit Apprentices in the workplace as required and undertake workbased reviews.
- Build productive relationships with employers in order to provide new opportunities for business and enhance the experience of employees on programmes and employer satisfaction.
- Build productive relationships with employers in order to enhance NCFM's standing in this and aid the development of own curriculum area and other areas/disciplines as appropriate.
- Liaise closely with colleagues across NCFM to ensure that skills based provision is presented as a cohesive offer to employers and that progression opportunities for Apprentices are maximised.
- Undertake course and curriculum development with employers as required.

General

- Undertake such administrative duties required by to satisfy the management needs of the campus, faculty, University and the funding councils.
- Work effectively as a team member, making a positive contribution to the team, valuing and respecting others' expertise and contribution.
- Have responsibilities for student welfare and safety and for providing and maintaining a healthy and safe working environment for staff and students ensuring that the University's policies for Health and Safety, Safeguarding, Equality and Diversity and other legislative undertakings are adhered.
- To confirm the understanding of Apprentices/Students during reviews of the responsibilities of employers and their own personal responsibility with respect to Health and Safety, Safeguarding, Equality and Diversity and other legislative requirements.
- Participate in appropriate staff review methods and in-service training based on an assessment of individual and business needs.
- Carry out such other duties as may be appropriate to the post and the work of the University.

In addition to the above, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.

ADDITIONAL INFORMATION

Scope and Dimensions of the Role

The post holder will:

Teach across the breadth of FE majoring in food safety and quality assurance e.g. HACCP, food safety and auditing also but contributing to other subjects where appropriate. The post holder will also teach on HE courses.

Support the Head of Skills and Work-based learning in the monitoring of quality across provision.

To work closely with employers to develop and improve curriculum and support students

Key Working Relationships/Networks

Internal	External
Head of Skills and Workbased Learning Programme Leader for HE Principal Lecturer Dean Academic and support team members at NCFM Colleagues in support departments and the wider University Further Education Academic Committee Course team meetings and general Campus meetings HE team members	Employers Awarding Organisations Schools, collaborative partners and institutions Employer Training Department meetings Employer HR meetings Professional Bodies e.g. IFST Sector Skills Councils External examiners and verifiers



**UNIVERSITY OF LINCOLN
PERSON SPECIFICATION**

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Selection Criteria	Essential (E) or Desirable (D)	Where Evidenced Application (A) Interview (I) Presentation (P) References (R)
Qualifications:		
Relevant honours degree in Food Science or related discipline (or equivalent)	E	A
Masters level qualification or equivalent	D	A
Working to or having completed a PhD in relevant discipline or equivalent demonstrated research record	D	A
Other qualifications relevant to technical/quality management e.g. Level 4 Food Safety	D	A
Awards in Assessment/Verification	D	A
Qualified to teach other professional awards in a quality or technical related subject e.g. approved tutor for CIEH or other relevant body	D	A
HE Teaching qualification (HE PGCE or HEA fellowship) or a commitment to complete one	E	A
Experience:		
Industrial experience in food manufacturing in a technical/quality management capacity	E	A/I
Teaching or training in the food industry in a science/technical subject	E	A/I
Teaching and assessing in workbased FE	D	A/I
Relevant curriculum development experience	D	A/I
Course coordination and leadership	D	A/I
Development and innovation of teaching and learning methods	D	A/I
Tailoring provision to employer need in a science/technical capacity	D	A/I
Delivery of professional qualifications in a science/technical capacity e.g. CIEH	D	A/I
Skills and Knowledge:		
High level of knowledge and practical competence and ability to teach across a range of food manufacturing subjects	E	A/I
Ability to teach technical/quality operations and auditing skills	E	A/I
Confident in communication and number to support delivery of Functional Skills	E	A/I
Ability to teach and assess across the range of taught levels offered	E	A/I
Ability to contribute to curriculum development	E	A/I

Ability to support students through academic counselling	E	A/I
Ability to contribute to trials or consultancy	D	A/I
Excellent organisational and administrative skills	E	A/I
High level of IT literacy	E	A/I
Understanding of diversity, health and safety and safeguarding	D	A/I
Excellent written and verbal communication skills	E	A/I
Good organisational and time management skills	E	A/I
Competencies and Personal Attributes:		
Enthusiasm and commitment	E	I
Team working	E	I
Flexibility and adaptability	E	I
Effective team player	E	I
Commitment to continually updating personal skills and knowledge to increase effectiveness	E	I
Business Requirements		
Ability to travel to employers' premises	E	I
Professional presentation	E	I
Ability to work flexibly on occasions	E	I
Enhanced CRB clearance	E	I

Essential Requirements are those, without which, a candidate would not be able to do the job. **Desirable Requirements** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Author	VB	HRBA	HDR
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