

UNIVERSITY OF LINCOLN JOB DESCRIPTION

JOB TITLE	Senior Lecturer (Professional Development Centre)			
DEPARTMENT	College of Social Science Executive (Professional Development Centre)			
LOCATION	Sara Swift Building			
JOB NUMBER	CSS393	GRADE	8	DATE 30 November 2017
REPORTS TO	Director of Professional Development Centre			

CONTEXT

The Professional Development Centre has been situated within the College of Social Science at the University of Lincoln since 2010. Its role is, in collaboration with the various Schools within the College, to develop, manage and deliver a range of undergraduate, postgraduate and bespoke stand - alone programmes in the areas of Health and Social Care, (including Postgraduate Medicine), Law, Psychology, Education and Social & Political Science. In addition, the Centre's offer includes applied Research / Evaluation and consultancy activity. A review of the Centre established a requirement for an academic to provide a coordination and programme management role, to liaise with academic staff within the wider university and to be a point of contact for regulatory bodies regarding accreditation of professional programmes. Hence this post has been established. The Senior Lecturer will have responsibility for the academic quality and management of a suite of programmes within the Centre, and will liaise with internal and external stakeholders in the development and delivery of these programmes.

JOB PURPOSE

General

To work with colleagues on curriculum development and the advancement of relevant discipline areas within the University

To plan, design and deliver teaching within programmes in relevant discipline areas

To undertake student tutoring and support

To conduct individual scholarly and / or professional practice based projects that contribute to the profile of the School

To carry out other activities in support of the academic work of the professional Development Centre

To Lead on the management of a suite of programmes within the Professional Development Centre

Working with the Centre Director, To recruit and manage a pool of Associate Lecturers

To liaise with Academic and Professional Services colleagues, including the College Director of Teaching and Learning to ensure the academic quality of programmes being offered by the Professional Development Centre

To represent the PD Centre on appropriate committees and groups within the CoSS and the wider university (including the CoSS Academic Affairs Committee)

KEY RESPONSIBILITIES

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

Teaching and Learning Support

- To engage in teaching on undergraduate and/or postgraduate level programmes as determined by the Centre Director. The range of teaching duties may change from time to time.
- Take responsibility for the design, content and delivery of specific areas of teaching and learning and for the quality of teaching delivered.
- Ensure that teaching content is appropriately informed by current research and advanced scholarly activity
- Collaborate with colleagues in the continuous review and development of the Centre's programmes
- Work in accordance with University policies and procedures to undertake assessment of students' work and give feedback.

Research, Scholarly Activity and Professional Practice

- Conduct individual and / or collaborative scholarly and / or professional practice projects
- Identify sources of funding and contribute to the projects of securing funds for own scholarly activities, where appropriate
- Extend, transform and apply knowledge acquired from scholarship and professional practice to teaching and appropriate external activities
- Engage in subject professional and pedagogy research as required to support teaching activities and contribute towards the priorities of the School and / or College
- Ensure that outcomes of scholarly activity and/or professional practice are appropriately disseminated in peer reviewed outlets
- Supervise and manage projects if required

Liaison and Networking

- Establish contacts within the wider community; disseminate knowledge through public activities which enhance the reputation of the School or College.
- Participate in academic activities with industry and other external partners
- Maintain and develop links with relevant professional bodies and academic groups
- Represent the Centre or College on appropriate external bodies

- Take part in relevant internal boards, committees and working groups at College or University level as required
- Liaise with subject librarians, central timetabling and other services to ensure resources available are appropriately deployed.

Team Working

- Act as a responsible team member, leading modules or programmes and co-ordinating the work of others to identify and respond to student needs. Although at this level this would not normally be expected for large or complex programmes, such as those involving split sites, or significant cross teaching.
- May be expected to supervise the work of others and/or participate in peer observation of teaching. At this level significant resourcing and staffing issues identified would be expected to be dealt with at a higher level.

Student Support

- Act as academic tutor to students as allocated by the Centre Director and act as first line contact for them for advice and support on academic matters, ensuring that students are directed to relevant support services when necessary.
- Supervise research degree students as appropriate
- Supervise student projects and placements as appropriate

Other

- Carry out specific departmental roles and functions as may reasonably be required – these being equitably distributed across the academic staff
- Assist in student recruitment activities, including interviews, open days and external recruitment events
- Engage in appropriate training programmes in the University
- Actively follow and promote University policies
- Participate in the staff appraisal scheme

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 be responsible for working with the Director to develop and grow the academic offer of the Professional Development Centre and will work with stakeholders both within and outside the University to deliver the strategic aims of the PD Centre as the major external income generation arm of the College of Social Science
- The post holder will work with the Director to develop the Centre's portfolio of academic programmes and will lead on ensuring academic quality and standards in the development and delivery of such programmes
- The post holder will work with the Director in ensuring a positive student and other stakeholder experience
- The post holder will contribute to the development of the PD Centre's business plans as a member of the Centre Management Group

Key working relationships/networks

Internal	External
<ul style="list-style-type: none">• Director of PD Centre• Heads of Schools within CoSS• College Senior Academic Managers• College academic, administrative and technical staff• Support Services Staff	<ul style="list-style-type: none">• Relevant academic and professional groups• Relevant national, regional and international networks• External examiners

UNIVERSITY OF LINCOLN PERSON SPECIFICATION

JOB TITLE	Senior Lecturer	JOB NUMBER	
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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 or equivalent in a discipline related to one of the areas of the Centre's work	E	A
PhD in relevant discipline or equivalent demonstrated through professional practice record of achievement	E	A
HE teaching qualification (HE PGCE or HEA fellowship) OR a commitment to complete one	E	A
Experience:		
Relevant teaching in Higher Education OR relevant professional experience	E	A
Curriculum development	D	A/I
Significant experience of developing / managing externally funded activity	E	A/I
Development and innovation of teaching and learning methods	D	A/I
Effective use of digital learning management systems	E	A/I
Interdisciplinary work relevant to the Department	D	A/I
Research interest in teaching and learning development	D	A/I
Experience of developing distance learning programmes	D	A/I
Undertaking subject, professional and pedagogy research to support teaching activities	E	A/I
Conducting individual or collaborative scholarly or professional practice based projects	E	A/I
Skills and Knowledge:		
Depth and breadth of subject understanding	E	A
Evidence of continuing professional development	E	I
Knowledge of Higher Education	D	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 in their study through academic counselling	E	A/I
Ability to supervise student projects, field trips and placements	E	A/I
Ability to work on own initiative	E	A/I
Excellent written and verbal communication skills	E	A/I

Good organisational and time management skills	E	I
Competencies and Personal Attributes:		
Enthusiasm and commitment	E	I
Team working	E	I
Flexibility and adaptability	E	I
Business Requirements		

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	Adrian Carr	HRBA	
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