



UNIVERSITY OF LINCOLN
JOB DESCRIPTION

JOB TITLE	Lecturer in Algebra				
DEPARTMENT	School of Mathematics and Physics				
LOCATION	Brayford				
JOB NUMBER	COS590	GRADE	7	DATE	Oct 2018
REPORTS TO	Deputy Head of School				

CONTEXT

The School of Mathematics and Physics is expanding its academic base in order to establish a distinctive identity and successful teaching portfolio, to grow students to sustainable levels, and to establish strong research activity, including a REF return.

JOB PURPOSE

To contribute to the research profile of the School, including income generation, most especially in the research fields of the Charlotte Scott Centre for Algebra.

To deliver teaching over a wide range of modules within relevant programmes.

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

To undertake student tutoring and support.

To carry out additional activities, as required, in support of the academic work of the School.

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 engage in teaching on undergraduate and/or postgraduate level programmes as determined by the Head of School. The range of teaching duties may change from time to time.
- Contribute to the design, content and delivery of specific areas of teaching and learning and to the quality of teaching delivered.
- Collaborate with colleagues in the continuous review and development of the School's programmes.
- Take responsibility for the co-ordination of modules when appropriate to do so and after gaining sufficient relevant experience.
- Work in accordance with University policies and procedures to undertake assessment of students' work and give feedback.

Research and Scholarly Activity

- Make a contribution to the research profile of the School or College and pursue a personal research programme consistent with the School's research priorities.
- Collaborate in research activities and initiatives with colleagues in and beyond the School if appropriate.
- Engage in subject professional and pedagogy research as required to support teaching activities.
- Ensure that outcomes of research and scholarly activity are appropriately disseminated in peer reviewed outlets.
- Have sufficient outputs to be returned in the REF at agreed minimum standards inclusive of complex circumstances, or at least demonstrate a clear and achievable plan to secure a return if an early career researcher.
- Apply for grant funding and manage, as appropriate, any grants which are secured.

Liaison and Networking

- Establish contacts within the wider community where possible and begin to form relationships for future collaboration.
- Develop links with relevant professional bodies and academic groups.
- Develop involvement in academic activities with industry and other external partners.

- Take part in relevant internal committees and working groups.
- Liaise with subject librarians, central timetabling and other services to ensure resources available are appropriately deployed.

Team Working

- Work as a member of a team, collaborating on curriculum development and contributing to departmental meetings.
- Begin to co-ordinate the work of others when appropriate through taking responsibility for module co-ordination.

Student Support

- Act as academic tutor to students as allocated by the Head of School 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.
- Take part in the supervision of 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 relatively limited in order to allow the role holder to take advantage of planned developmental and research opportunities.
- 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

Key working relationships/networks	
Internal	External
<ul style="list-style-type: none">• Head of School• College Senior Academic Managers• Departmental 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**

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LINCOLN

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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	E	A
Working to or having completed a PhD in relevant discipline or equivalent demonstrated research record (normally by publication but where appropriate through professional 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	D	A/I/P
Curriculum development	D	A/I
Development and innovation of teaching and learning methods	D	A/I
Research postdoctoral experience in relevant discipline	D	A/I/R
Research supervision	D	A/I
Proven record of outputs that would be returnable in the REF	E	A/I
Skills and Knowledge:		
Developing depth and breadth of subject understanding	E	A/I/P
Evidence of continuing professional development	D	I
Knowledge of Higher Education	D	A/I
Ability to develop excellent teaching and assessment skills 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 work on own initiative	E	I
Excellent written and verbal communication skills	E	A/I
Ability to contribute to collaborative links, including international partners	E	A/I
Competencies and Personal Attributes:		
Enthusiasm and commitment	E	I
Team working	E	I/R
Flexibility and adaptability	E	I/R

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	AZ	HRBP	SP
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