

## UNIVERSITY OF LINCOLN JOB DESCRIPTION

<b>JOB TITLE</b>	Lecturer in Law				
<b>DEPARTMENT</b>	Lincoln Law School				
<b>LOCATION</b>	Brayford				
<b>JOB NUMBER</b>	CSS452	<b>GRADE</b>	7	<b>DATE</b>	June 2019
<b>REPORTS TO</b>	Head of School				

### CONTEXT

Lincoln Law School is seeking to strengthen still further its academic and research profile. Lincoln Law School's vision is to be recognised nationally and internationally for excellence and innovation in teaching, research, extra-curricular activity and community engagement. As part of the College of Social Science, the Law School makes a fundamental contribution to the broader work of the University, and the new colleague will play a key role in moving the School forward to its next stage of development.

### JOB PURPOSE

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

To deliver teaching over a range of modules within an established programme.

To undertake student tutoring and support.

To contribute to the research profile of the School.

To carry out a limited number of additional activities 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 Department'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 department 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

<b>Key working relationships/networks</b>	
<b>Internal</b>	<b>External</b>
<ul style="list-style-type: none"><li>• Head of School</li><li>• College Senior Academic Managers</li><li>• Departmental academic, administrative and technical staff</li><li>• Support Services Staff</li></ul>	<ul style="list-style-type: none"><li>• Relevant academic and professional groups</li><li>• Relevant national, regional and international networks</li><li>• External examiners</li></ul>

## UNIVERSITY OF LINCOLN PERSON SPECIFICATION

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<b>Selection Criteria</b>	<b>Essential (E) or Desirable (D)</b>	<b>Where Evidenced Application (A) Interview (I) Presentation (P) References (R)</b>
<b>Qualifications:</b>		
Relevant honours degree or equivalent	<b>E</b>	<b>A</b>
Working to or having completed a PhD in relevant discipline or equivalent demonstrated research record (normally by publication but where appropriate through professional achievement)	<b>E</b>	<b>A</b>
HE teaching qualification (HE PGCE or HEA fellowship) OR a commitment to complete one	<b>E</b>	<b>A</b>
<b>Experience:</b>		
Teaching in Higher Education <b>OR</b> relevant professional experience	<b>D</b>	<b>A/I</b>
Curriculum development	<b>D</b>	<b>A/I</b>
Development and innovation of teaching and learning methods	<b>D</b>	<b>A/I</b>
Interdisciplinary work relevant to the Department	<b>D</b>	<b>A/I</b>
Proven record of outputs that would be returnable in the REF, or suitable professional experience and contribution to wider scholarship	<b>E</b>	<b>A/I</b>
<b>Skills and Knowledge:</b>		
Evidence of continuing professional development	<b>D</b>	<b>A/I</b>
Developing depth and breadth of subject understanding	<b>E</b>	<b>I</b>
Knowledge of Higher Education	<b>D</b>	<b>A/I</b>
Ability to develop excellent teaching and assessment skills across the range of taught levels offered	<b>E</b>	<b>A/I</b>
Ability to contribute to curriculum development	<b>E</b>	<b>A/I</b>
Ability to support students in their study through academic counselling	<b>E</b>	<b>A/I</b>
Ability to work on own initiative	<b>E</b>	<b>A/I</b>
<b>Competencies and Personal Attributes:</b>		
Enthusiasm	<b>E</b>	<b>I</b>
Commitment	<b>E</b>	<b>I</b>
Team working	<b>E</b>	<b>I</b>
Good interpersonal skills	<b>E</b>	<b>I</b>
Flexibility and adaptability	<b>E</b>	<b>I</b>

**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.

<b>Author</b>	MH	<b>HRBA</b>	HA
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