



UNIVERSITY OF  
LINCOLN

## UNIVERSITY OF LINCOLN JOB DESCRIPTION

<b>JOB TITLE</b>	Lecturer – Interior Architecture and Design				
<b>DEPARTMENT</b>	School of Design				
<b>LOCATION</b>	Brayford Pool Campus				
<b>JOB NUMBER</b>	COA339	<b>GRADE</b>	7	<b>DATE</b>	July 2019
<b>REPORTS TO</b>	Head of School/Department				

### CONTEXT

The School of Design wishes to temporarily appoint a Lecturer in Interior Architecture and Design. Reporting to the Head of School, you will need to have a proven track record of teaching at this level allied to professional experience. You will be required to teach at Undergraduate level and contribute to the successful running of the BA(Hons) Interior Architecture and Design programmes at the School.

The School and University share an agenda of excellence and a world-class reputation and ranking. The School of Design is now poised to undertake the next stage of its ambitious research, teaching and enterprise agenda.

Interior Architecture and Design is one of the five Schools in the College of Arts and plays a dynamic role in the cultural landscape of the region and beyond. The School offers a range of specialist Undergraduate and Postgraduate programmes that have dedicated studios, strengthening the vibrant research and practice culture.

We are looking for a talented academic to join the BA(Hons) Interior Architecture and Design team. These programmes take a multidisciplinary approach that positions the subject between the academically rigorous profession of interior architecture and the fast-paced world of contemporary visual culture and design.

It seeks to equip students with the understanding and skills they need to operate effectively within a competitive and continually developing design profession. The programme achieves this by keeping up-to-date with current trends and developments within commercial design practice, utilising both traditional methods and digital technologies. The programme encourages the development of practical design knowledge in a studio-based environment, learning from staff that are professionally and research active, in order to facilitate the student's development as an innovative practitioner.

The successful candidate will be able to demonstrate a passion for creativity delivered through effective visual, verbal and written communication and will be experienced in teaching and learning and commercial practice.

## **JOB PURPOSE**

### **Overview**

This is a developmental role for those entering their first full academic role. As such the duties described represent the range of activities that may be expected at this level and the actual range and depth of duties being undertaken will vary dependent upon the experience of the staff member.

Staff developing through this level are expected to gain the necessary experience and skills to demonstrate competency in the main areas of role as described before progressing to the next level.

### **General Duties**

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 the Interior Architecture and Design programme.

To undertake student tutoring and support.

To carry out a limited number of additional activities in support of the academic work of the department.

### **Specific to this post upon appointment**

Candidates will:-

- Be a qualified Interior Architect to postgraduate level or equivalent
- Play a coordinator role at module and/or year group level within the Interior Architecture and Design team
- Have prior teaching and pastoral tutor experience at HE level
- Have relevant professional experience and current understanding of the contemporary Interior Architecture profession and the range of technical and communication media employed within it
- Have appropriate technical and construction knowledge of interior design fabrication
- Deliver and coordinate a range of modules on the BA(Hons) Interior Architecture and Design course
- Liaise with and assist the Programme Leader in the development of the curriculum at undergraduate level
- Demonstrate a passion for creativity delivered through effective visual, material, verbal and written communication

## 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.

### Scholarly Activity and Professional Practice

- Develop a standing as a scholar and /or practitioner in your field that contributes to the profile and reputation of the School
- Collaborate in scholarly activities and / or professional practice based initiatives with colleagues in and beyond the School if appropriate
- Work with Professional bodies or relevant industry contacts to develop student or educational contract opportunities for the School/Department
- Work with more senior Scholars or Professional Practice leads in the School/Department to develop relevant activities to enhance the income and reputation of the School/Department and University
- Engage in subject professional and pedagogy research as required to support teaching activities
- Ensure that outcomes of scholarly activity are appropriately disseminated
- Engage in continuous professional development and scholarly activity in order to develop own professional skills, including teaching and learning skills

### 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
- Supervise student projects and placements as appropriate

#### **Citizenship**

- Contribute, as required to the wider mission and reputation of the University with active involvement in activities contributing to general university life e.g. open days, student activities, alumni events and delivery of outreach activities e.g. school visits, local community activities
- Where appropriate, active participation in committees/groups contributing to university life e.g. health and safety, customer service, equality diversity and inclusivity, sustainability and working group
- Engage in appropriate training programmes in the University, actively follow and promote University policies and participation in the staff appraisal scheme
- Where appropriate help contribute towards the future development of the University and support the University's wider social, cultural and economic development of our region, our 'civic' mission with engagement and/or leadership of external partnerships contributing to the civic mission of the University. Participation in external activities such as volunteering, cultural activities, community activities

**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 School has a collegiate, innovative and lively atmosphere and takes pride in the quality of its teaching. The Interior Architecture and Design students often take part in national and international live briefs, engaging with local development charities and commercial interior projects. In addition, our students regularly win awards at national and international level.

### Key working relationships/networks

Internal	External
<ul style="list-style-type: none"><li>• Head of Department</li><li>• Faculty 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>JOB TITLE</b>	Lecturer	<b>JOB NUMBER</b>	COA339
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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 through demonstrated record of practice and 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>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>
Developing depth and breadth of subject understanding	<b>E</b>	<b>I</b>
<b>Skills and Knowledge:</b>		
Evidence of continuing professional development	<b>D</b>	<b>A/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 use digital learning management systems	<b>D</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>	TW/AC	<b>HRBA</b>	PC
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