



UNIVERSITY OF
LINCOLN

UNIVERSITY OF LINCOLN JOB DESCRIPTION

JOB TITLE	Lecturer				
DEPARTMENT	School of Engineering				
LOCATION	Brayford Campus				
JOB NUMBER	COS786	GRADE	7	DATE	October 2020
REPORTS TO	Head of School of Engineering				

CONTEXT

Situated in the heart of a beautiful and historic city in the East Midlands region of England, the University of Lincoln, has established an international reputation for the quality of its teaching and research and its innovative approach to working with employers.

The School of Engineering combines state-of-the-art R&D and teaching facilities with research informed teaching and industrial links. The School has achieved a reputation for its innovative and pro-active approach to engagement with business, and for research excellence. Awards received include the Lord Stafford Award for Open Collaboration with Siemens (2011), IET Team Award (highly commended) 2011 and 2010, and the IMechE Charles Sharp Beecher Prize 2010.

The School of Engineering has been successful in securing a contract with an industry partner to deliver bespoke training to two student cohorts over the course of two academic years.

This post is part time (0.6 FTE), fixed term beginning 1st January 2021 and ending 31st August 2022.

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.

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 an established 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

The School of Engineering has been successful in securing a two-year contract with an industry partner to deliver bespoke Engineering Science and Maths level 3 to level 5 training to two cohorts of international students.

Lecturer - Project Carmen

To contribute to the development, delivery and management of a bespoke programme for a commercial (industry) partner for a group of international students

To contribute to the development of a bespoke syllabus in line with customer expectations and contract terms and conditions

To work collaboratively as part of an academic project team to meet the obligations of the contract and the expectations of the customer & the student

To play a role in the development of a strong and mutually beneficial partnership with the contracting organisation

To support account management & project management activity

To work as part of team to fulfil the requirements as set out in the commercial contract in terms of timelines, communication, reporting, assessments, student wellbeing etc.

To work to contractual terms and project timelines and report potential issues to programme lead promptly and efficiently to agree communication strategy and resolution approach

To develop strong professional relationships with students

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 enough 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 groups
- 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 of Engineering has secured a commercial contract with a large international organisation. This relationship is strategically important to the School of Engineering and to the broader University. We have been contracted to deliver bespoke level 3 to level 5 Engineering Science and Maths training to two cohorts of international students.

The senior lecturer role is specific to this programme and will contribute to all activity related to the project (CARMEN).

The post holder will represent the School of Engineering, the College of Science and will contribute to the design and the successful delivery of this bespoke syllabus whilst meeting the needs of the customer and the students.

Key working relationships/networks

Internal	External
<ul style="list-style-type: none">• Head of Department• Faculty Senior Academic Managers• Departmental academic, administrative and technical staff• College Head of Industry Partnerships• Support Services Staff	<ul style="list-style-type: none">• Industry partners• Project stakeholders• Relevant academic and professional groups• Relevant national, regional and international networks• External examiners



UNIVERSITY OF
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UNIVERSITY OF LINCOLN PERSON SPECIFICATION

JOB TITLE	Lecturer	JOB NUMBER	COS786
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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 through demonstrated record of practice and professional achievement	E	A
HE teaching qualification (HE PGCE or HEA fellowship) OR a commitment to complete one	E	A
Experience:		
Teaching in Higher Education	D	A/I
Curriculum development	D	A/I
Development and innovation of teaching and learning methods	D	A/I
Interdisciplinary work relevant to the Department	D	A/I
Developing depth and breadth of subject understanding	E	I
Experience of working with industry	D	A/I
Skills and Knowledge:		
Evidence of continuing professional development	D	A/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 use digital learning management systems	D	A / I
Ability to work on own initiative	E	A/I
Ability to work as part of a team to deliver against the terms of a commercial contract	E	A/I
Competencies and Personal Attributes:		
Enthusiasm	E	I
Commitment	E	I
Team working	E	I
Good interpersonal skills	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	JG	HRBA	DAB
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