



**UNIVERSITY OF LINCOLN
JOB DESCRIPTION**

JOB TITLE	Senior Lecturer: Interior Architecture and Design HKDI Link Tutor				
DEPARTMENT	Lincoln School of Design				
LOCATION	Brayford Pool, Lincoln				
JOB NUMBER	COA386	GRADE	8	DATE	02 June 2021
REPORTS TO	Head of School				

CONTEXT

The University of Lincoln is one of the most dynamic young universities in the country. Situated in the centre of a beautiful cathedral city, our core mission is to combine outstanding, high-impact research and professional practice with a superb student experience and the highest quality civic engagement. Our academics and students engage collaboratively and creatively with some of the key issues of the age, generating insights and creative outputs that push the boundaries of knowledge and practice. Connecting the local to the global, we inspire and support our students to become flexible, self-directed, empathetic citizens of the world, who are prepared for working life today and for what it might become.

In 2020, the University of Lincoln was named Modern University of the Year in The Times and Sunday Times, Good University Guide 2021, as the highest-ranked multi-faculty modern university in the UK, climbing to 45th (out of 135). In the same year it was named one of the world's greatest young universities in the Times Higher Education Young University Rankings. The University has been awarded gold in the Teaching Excellence Framework for its consistently outstanding teaching, learning and outcomes for its students.

Lincoln School of Design has forged a reputation built on teaching excellence, strong relationships with the creative industries, outstanding facilities, and innovative research, scholarship and professional practice activities. It is one of the University of Lincoln's largest schools with over 1,000 design students taught at Arts Foundation, undergraduate and postgraduate levels in Lincoln and Hong Kong. Our impressive specialist studios, labs and workshops, provide spaces in which students can critically appraise the world of design, and share their ideas through practice-based learning. Through opportunities to engage in real academic research and external professional projects, we equip students with the skills, knowledge and experience required for a successful career in a competitive marketplace. Each year, our students win an impressive number of international design awards such as the RSA Student Design Awards and D&AD New Blood Awards. Colleagues in the Lincoln School of Design engage in diverse professional practice - including book art, surf culture, printmaking and visual anthropology- wide-ranging outreach, and exciting business enterprise projects. They also carry out research into a broad range of subjects, often involving collaborations with non-academic partners.

The Interior Architecture and Design programmes are the growth areas in the Lincoln School of Design's portfolio. From September 2021, the Lincoln School of Design will be offering a new BA Interior Architecture Design (IAD) 'top up' degree with Hong Kong Design Institute, which builds on the success of a similar programme in Design, Exhibitions, Events & Performance. The students enrolled on this programme will be based in Hong Kong, and have successfully

completed a relevant Higher Diploma programme at the HKDI. Those that complete the year will be awarded a University of Lincoln degree. We are seeking to appoint a Link Tutor who will develop the curriculum and deliver the teaching for these students in collaboration with HKDI academics. They will also be expected to engage in scholarly activity and/or professional practice, as detailed in the job description.

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 area.
- 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 school particularly in relation to discipline and teaching scholarship and/or relevant professional practice with relevant organisations.

Specific to this post upon appointment:

The successful candidate will act as 'Link Tutor' on the new BA Interior Architecture Design (IAD) 'top up' degree with HKDI. They will work with HKDI and University of Lincoln Interior Architecture and Design colleagues to design and plan the curriculum. They will teach the students online and in person (involving visits to Hong Kong at least three times a year, subject to risk assessment), and provide academic and pastoral support.

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 Head of School. 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 Department's programmes.
- Work in accordance with University policies and procedures to undertake assessment of students' work and give feedback.

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.
- Work with Professional bodies or relevant industry contacts to develop student or educational contract opportunities for the School.
- Work with colleagues in the School to develop relevant activities to enhance the income and reputation of the School and University.
- Develop relevant bids and tenders to enhance programmes and modules for organisations.
- Develop consultancy activities with partners in relevant organisations.
- 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 School 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 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 research degree students as appropriate.
- 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 primary purpose of this role is to teach the Interior Architecture and Design (IAD) Year 3 'top up' programme to students based in Hong Kong. It is anticipated the Senior Lecturer 'HKDI Link Tutor' post will spend between five to ten days three times a year in Hong Kong to deliver in person teaching and assessment, as well as attend required academic meetings and other appropriate duties. Teaching delivered from the UK will involve a flexible working pattern due to the time zone difference. Generally, this will involve an agreed number of early morning starts to teaching, which will end in the early afternoon. The post holder will be required to maintain their currency in relation to their specialism, and engage in activities aimed at enhancing student recruitment and employability.

Key working relationships/networks

Internal	External
<ul style="list-style-type: none">• Head of College• Head of School• College Senior Academic Managers• College academic, administrative and technical staff• Support Services Staff	<ul style="list-style-type: none">• HKDI Interior Architecture and Design academic, administrative, technical and support services staff• Relevant academic and professional groups• Relevant national, regional and international networks• External examiners



**UNIVERSITY OF LINCOLN
PERSON SPECIFICATION**

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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
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
Relevant use of Autodesk CAD and Autodesk Revit to teach IAD, and familiarity with 3D rendering package and Adobe software suite	E	A/I
Curriculum development	D	A/I
Use of innovative teaching and learning methods, including blended teaching and learning	D	A/I
Interdisciplinary work relevant to the School	D	A/I
Conducting high quality scholarly and/or professional practice based projects	E	A/I
Using subject/pedagogy research and professional practice to support teaching activities	D	A/I
Experience of teaching international students where English is their second language	E	A/I
Skills and Knowledge:		
Depth and breadth of subject understanding	E	A/I
Evidence of continuing professional development	E	A/I
Knowledge of Higher Education	E	A/I
Ability to teach and assess across the range of different levels of relevant BA and MA degree programmes	E	A/I
Ability to contribute to curriculum development and student employability	E	A/I
Understanding of international pedagogy	D	A/I
Ability to support students in their study through academic counselling	E	A/I
Ability to supervise student projects 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	A/I
Excellent interpersonal skills and intercultural awareness	E	A/I

Competencies and Personal Attributes:		
Enthusiasm and commitment to teaching and learning	E	A/I
Ability to inspire enthusiasm in others	E	A/I
Team working, capacity for leadership, and collaborative working	E	A/I
Flexibility, adaptability and resilience	E	A/I
Business Requirements		
Ability to travel to Hong Kong and to teach at unsociable hours	E	A

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	AW	HRBP	HDR
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