



UNIVERSITY OF  
LINCOLN

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JOB DESCRIPTION

<b>JOB TITLE</b>	Lecturer – HEA				
<b>DEPARTMENT</b>	Lincoln Academy of Learning and Teaching (LALT)				
<b>LOCATION</b>	Lincoln, Brayford Campus				
<b>JOB NUMBER</b>	LALT040	<b>GRADE</b>	7	<b>DATE</b>	November 2021
<b>REPORTS TO</b>	Assistant Director of LALT				

**CONTEXT**

The Lincoln Academy of Learning and Teaching (LALT) Engagement Team exists to support academics through sharing and supporting teaching excellence across the University. All teaching staff belong to the LALT community, and through the LALT Engagement Team, staff are supported via:

- A cross-University plan of activity aimed at dramatically increasing staff engagement through effective consultation on a wide range of projects which impact on teaching and learning practice.
- Leading on student engagement strategy on a corporate level. Student engagement at the University of Lincoln encapsulates a vast array of practice from across all academic schools and professional service departments. This work contributes to the key aim of ensuring our students are valued as equal members of the academic community.
- Enhancement of our national reputation for leading student engagement activity
- Leading on National Student Survey, Module Evaluation and Teaching Excellent Framework engagement, support and reporting.
- Undertaking institutional research into learning and teaching and facilitates engagement with academic staff in the evaluation and development of the curriculum and practice.
- Delivering a series of programmes, including APA and PGCHE, to develop teaching staff and Lincoln
- Support key teaching and learning roles such as School Directors of Teaching and Learning, Programme Leaders, Senior Tutors and Student Engagement Leads.
- Delivering and assessing the internal Higher Education Academy Recognition programme by working closely with colleagues in the Colleges to deliver bespoke development packages.
- Supporting a wide range of projects on behalf of the LALT community, derived from the LALT community.

Led by the Dean of LALT and Assistant Director of LALT, projects supported by the LALT Engagement Team are diverse and reflect the needs of the LALT community and HE Sector influencers. This role directly supports the University Strategic Plan – leading on a wide range of student engagement projects and initiatives.

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The Lecturer HEA role will support academic staff and professional service staff who teach to gain HEA recognition at Associate Fellow (D1), Fellow (D2) and Senior Fellow (D3).

Through effective mentorship, the post holder will:

- Project Manage the HEA Recognition scheme.
- Ensure quality assurance processes are in place for the scheme.
- Effectively promote and the scheme to colleagues across the organisation.
- Develop staff members at D2 or above to become reviewers for the HEAR scheme.
- Manage the HEAR Blackboard site and associated Resources Hub content.
- Oversee the reviewing process, supported by the HEAR administrative team.
- Liaise with the HEA and ensure the scheme continues to operate as an accredited programme.
- Work with other academic colleagues within the Department to deliver the PGCHE/APA where academic experience is relevant.
- Support other programmes within the Department for assessment and feedback purposes.
- Actively contribute to the broader work of the Department.

## **JOB PURPOSE**

### **Overview**

This is a developmental role, ideal for those entering their first full academic role or those looking for a flexible 0.5FTE. 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 the development of HEA materials and support.
- To support teaching modules on the PGCHE and/or Academic Professional Apprenticeship as required.
- To undertake personal tutoring and support.
- To carry out a limited number of additional activities in support of the academic work of the department.

## 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 apprenticeship (APA) and/or postgraduate level programmes (PGCHE) as determined by the Assistant Director of LALT. 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 Department.
- Collaborate in scholarly activities and / or professional practice based initiatives with colleagues in and beyond the Department if appropriate.
- Work with Professional bodies or relevant industry contacts to develop student or educational contract opportunities for the Department.
- Work with more senior Scholars or Professional Practice leads in the Department to develop relevant activities to enhance the income and reputation of the 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 Assistant Director 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.

#### **Citizenship**

- Contribute, as required to the wider mission and reputation of the University with active involvement in activities contributing to general university life.
- 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.**

Key working relationships/networks	
Internal	External
<ul style="list-style-type: none"> <li>• Assistant Director of LALT</li> <li>• Dean of LALT</li> <li>• 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>• HEA</li> <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 through demonstrated record of practice and professional achievement	<b>E</b>	<b>A</b>
HE teaching qualification (PGCHE or HEA fellowship) OR a commitment to complete one	<b>E</b>	<b>A</b>
<b>Experience:</b>		
Teaching in Higher Education	<b>E</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>	DP	<b>HRBA</b>	PC
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