

## UNIVERSITY OF LINCOLN JOB DESCRIPTION

<b>JOB TITLE</b>	Lecturer in Food Quality Assurance and Technical Management				
<b>DEPARTMENT</b>	National Centre for Food Manufacturing				
<b>LOCATION</b>	Holbeach				
<b>JOB NUMBER</b>	COS914	<b>GRADE</b>	7	<b>DATE</b>	January 2023
<b>REPORTS TO</b>	Associate Professor				

### CONTEXT

The University of Lincoln's National Centre for Food Manufacturing is a major resource for the UK's food manufacturing sector delivering skills, research, and support for innovation in partnership with over 250 leading food businesses. We require a Lecturer in Food Quality Assurance and Technical Management to teach and inspire our students. You must have significant experience of working within a quality and technical management role in the UK's Food Industry and a passion for developing the skills of teams and individuals. Whilst experience of teaching is highly desirable, it is not essential, and the role would suit an industry professional looking for a career change and an opportunity to share their knowledge and experience to benefit others.

A satellite campus of the University of Lincoln, some 50 miles South of Lincoln, The NCFM is a major resource for the UK's food industry with over 250 major companies accessing courses, technical services, and research. Our clients include the major national and global food manufacturing businesses and leading supermarkets, and we collaborate with many international partners and universities. The NCFM has outstanding sector-focused facilities, including a state-of-the-art food factory demonstrating cutting edge food automation and a new £10 million innovation centre with laboratories, a test kitchen and sensory suite and digital food manufacturing technologies centre.

NCFM's undergraduate students are employed in the food industry and study on a part-time basis, with distance learning supported by block release the platform for delivery. In addition, the NCFM delivers a MSc in Agri-food Technology with the Lincoln Institute of Agri-food Technology LIAT. NCFM also delivers short courses for food industry professionals in Food Safety, HACCP, auditing and related disciplines and the post holder will make a regular contribution to delivering short courses as well as teaching apprentices.

With distance learning core to the delivery of some of the School's programmes, strong IT skills are essential. The post holder may also contribute to the NCFM's applied research and innovation agenda, supporting the delivery of practical trials on occasions.

Agri-food technology is central to the University of Lincoln's strategy and this post offers a unique opportunity for career development in an environment that is both academically stimulating, and business engaged. The post is offered on a TSPP contact (Teaching Scholarship and Professional Practice) and therefore the individual will predominantly involved in teaching. It is therefore not suitable for individuals seeking a research focused role.

## **JOB PURPOSE**

### **General**

To plan and deliver relevant teaching, learning and support students in their studies and underpin this activity through the undertaking of personal practice and research.

To work with colleagues on curriculum development to advance the discipline and related areas.

To undertake student tutoring and support, engaging with both students and employers as part of this.

To conduct individual scholarly and / or professional practice-based projects that contribute to the profile of the School

To undertake business engagement, building productive relationships with industry partners in support apprenticeship development, students and other elements of the School's work.

To contribute to external income generation through the delivery of short courses, trials or other relevant activity.

To represent the School's, College's and University's interests on external bodies e.g. industry bodies, research and working groups.

To carry out other activities in support of the academic work of the department/school particularly in relation to discipline and teaching scholarship and/or relevant professional practice with relevant organisations.

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

The post holder will be required to teach across all levels including apprentices at Level 3 (Further Education), Levels 4 to 6

To teach on short courses in food safety, HACCP and other related courses and contribute to their development.

Undertake curriculum leadership duties across short programmes and modules.

To engage with employers in support of students and external income generating opportunities and the provision in general.

## 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, Lecturer can expect to undertake any of the following:

### Teaching and Learning

- To engage in teaching on undergraduate and where qualified postgraduate level programmes as determined by the Associate Professor. 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 thinking and advanced scholarly activity
- To develop teaching activities by pursuing new and innovative teaching and learning methodologies and assessment techniques to enhance teaching and learning and develop own pedagogical practice and personal competence. This will include building skills in the delivery of e-learning to enhance own teaching and learning and supporting others to do the same.
- Act as academic tutor to students and as a first line contact for them for advice and support on academic matters, ensuring that students are directed to relevant support services when necessary.
- 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.

### Enterprise, Scholarly Activity and Professional Practice

- Provide academic support and supervision for student projects at both undergraduate and postgraduate level.
- Assist in securing and contribute to the NCFM's external income generating activities i.e., teaching on short courses; the delivery of charged services and consultancy; contribution to funded trials
- Undertake scholarly activity and research (pedagogical or subject related) to inform teaching practice and meet the university's requirements for teaching and scholarship along with aiding the securing of grant funding
- Participate in Project management of projects with businesses including those with several industrial partners and KTP (Knowledge Transfer Partnership) projects.

### **Liaison and Networking**

- Take part in relevant internal boards, committees and working groups at College or University level as required
- Liaise and network effectively with colleagues, employers, and others to enhance service standards, increase support for students and promote provision and the University.
- Liaise with employers to ensure provision is reflective of sector need and provide opportunities to enhance teaching and learning and the course offer.
- Liaise with employers to create opportunities for business sponsored/partnered research, innovation, consultancy and or participation on courses.
- Build and sustain productive relationships with key employers particularly with NCFM's Industrial sponsors.
- Interact and collaborate with other internal schools, universities, and professional bodies in the establishment of projects and to enhance the quality of teaching and learning.

### **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.
- May be expected to supervise the work of others and/or participate in peer observation of teaching

### **Student Support**

- Act as academic tutor to students as allocated by the Head of Department 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
- Ensure effective communication with employers and students in support of the provision and student progress.
- Help resolve problems affecting the quality of course delivery and student progress

### **Other**

- Carry out specific departmental roles and functions as may reasonably be required – these being equitably distributed across the academic staff
- 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

### Scope and dimensions of the role

Teaching, assessing and supporting part-time undergraduate students on Apprenticeships from Level 3 to 6.

Delivering short courses in Food Safety, HACCP, Auditing and other disciplines.

Occasional support for masters level students (where qualified).

Project supervision for undergraduate students (and postgraduate where qualified)

The post will largely focus on the delivery teaching in Food Quality Assurance and Technical management and food science but may be called upon to teach related technical disciplines.

Managing relationships with employers and students in support of students

Working as part of a team to drive on-going advancement in the quality of the provision to ensure it meet the expectation of Ofsted for good and or outstanding provision.

### Key working relationships/networks

Internal	External
<ul style="list-style-type: none"> <li>• Dean</li> <li>• Deputy Head/Apprenticeship &amp; Skills Lead</li> <li>• Associate Professor</li> <li>• Academic and support team members at NCFM</li> <li>• Academic colleagues within the College of Science</li> <li>• Colleagues in the support departments and the wider University</li> </ul>	<ul style="list-style-type: none"> <li>• Apprentices and their employers</li> <li>• Businesses partnering in skills</li> <li>• NCFM's technology supplier partners</li> <li>• Partner universities</li> <li>• Apprenticeship networks and bodies</li> <li>• Schools and colleges</li> <li>• Professional bodies and research organisations Industry bodies</li> <li>• External Examiners and End-point Assessment Organisations.</li> </ul>



**UNIVERSITY OF LINCOLN  
PERSON SPECIFICATION**

<b>JOB TITLE</b>	Lecturer in Food Quality Assurance and Technical Management	<b>JOB NUMBER</b>	COS914
------------------	-------------------------------------------------------------	-------------------	--------

<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 experience in industry)	<b>E</b>	<b>A</b>
PhD in relevant discipline or equivalent professional profile	<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>
Hold relevant qualifications in Food Safety, HACCP and Auditing	<b>D</b>	<b>A</b>
Hold approved tutor status of Food Safety, HACCP and/or auditing e.g. BRC approved tutor	<b>D</b>	<b>A</b>
<b>Experience:</b>		
Relevant teaching in Higher Education	<b>D</b>	<b>A</b>
Apprenticeship delivery/food industry training	<b>D</b>	<b>A/I</b>
Working in the UK food manufacturing industry in quality or technical management role	<b>E</b>	<b>A/I</b>
Wider food industry experience e.g. NPD or operations management	<b>D</b>	<b>A/I</b>
Networking extensively within the food sector and related organisations	<b>E</b>	<b>A/I</b>
Undertaking technical trials	<b>D</b>	<b>A/I</b>
<b>Skills and Knowledge:</b>		
Depth and breadth of subject understanding	<b>E</b>	<b>A</b>
Evidence of continuing professional development	<b>E</b>	<b>I</b>
Knowledge of Higher Education	<b>D</b>	<b>A/I</b>
Ability to teach and assess 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>
Competent in the use of IT with the ability to effectively engage students through distance learning	<b>E</b>	<b>A/I</b>
Ability to supervise students undertaking undergraduate projects	<b>E</b>	<b>A/I</b>
Practical competence in a Food Labs/development environment	<b>E</b>	<b>A/I</b>
Ability to engage with a wide range of internal and external stakeholders	<b>E</b>	<b>A/I</b>
Ability to work on own initiative	<b>E</b>	<b>A/I</b>

Excellent written and verbal communication skills	<b>E</b>	<b>A/I</b>
Good organisational and time management skills	<b>E</b>	<b>I</b>
<b>Competencies and Personal Attributes:</b>		
Enthusiasm and commitment	<b>E</b>	<b>I</b>
Team working	<b>E</b>	<b>I</b>
Flexibility and adaptability	<b>E</b>	<b>I</b>
<b>Business Requirements</b>		
Ability to travel to employers' premises/between campuses	<b>E</b>	<b>A/I</b>
Professional presentation	<b>E</b>	<b>I</b>
Ability to work flexibly on occasions	<b>E</b>	<b>I</b>
Enhanced CRB clearance	<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>	VB	<b>HRBP</b>	AH
---------------	----	-------------	----