



**UNIVERSITY OF LINCOLN
JOB DESCRIPTION**

JOB TITLE	Lecturer in Food Operations and Supply Chain Management				
DEPARTMENT	National Centre for Food Manufacturing (NCFM)				
LOCATION	Holbeach Campus				
JOB NUMBER	COS520	GRADE	7	DATE	March 2023
REPORTS TO	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 Operations and Supply Chain Management to inspire our students. You must have significant experience of working within an operations/supply chain management role, ideally 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.

The NCFM is a satellite campus of the University of Lincoln head-quartered on the South Lincolnshire Food Enterprise Zone in Holbeach in South Lincolnshire. Part of the Lincolnshire Institute of Technology (IoT) the NCFM has outstanding sector-focused facilities, including a state-of-the-art food factory demonstrating cutting edge food automation, Digital Food Manufacturing Technologies Centre and flagship Centre of Excellence in Agri-food Technologies. Our clients include Coca-Cola, Bakkavor, Kraft Heinz, Nestle and other leading businesses

All our students are apprentices who study part-time, with distance learning supported by block release the platform for delivery. The role involves teaching, apprenticeship support, curriculum and quality management and working with employers to support apprentices. Our apprenticeships span Level 3 to Level 7 and you will teach across all levels as well as on short courses and other programmes. As a Senior Lecturer you will play a key role in shaping Supply Chain apprenticeships for years to come, working with businesses across the UK to build an offer that will both raise the skills levels of existing employees and attract young people into the industry.

The post holder will also contribute to the NCFM's applied research and innovation agenda, supporting the delivery of research projects and practical trials.

You will be part of a dynamic team of professionals who are adept at working with businesses and supporting apprentices.

The post is offered on a Teaching and Professional Practice contract and is focused on teaching mostly part-time students and curriculum leadership, practical projects and trials. The post is not suitable for individuals seeking a role which is predominantly research focused or concerned with standard delivery of full-time undergraduate and postgraduate provision.

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 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 to 7 and short courses e.g. ILM Leadership and Management and other programmes.

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

To develop strategic relationships with businesses to build the curriculum area, expanding provision at Levels 4 and 5 in line with IoT outcomes where opportunities are identified.

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 apprenticeships from Levels 3 to 7, short courses and other programmes. The range of teaching duties can 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.

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 and Learning

Supporting Apprentices at Level 3, Higher and Degree Apprenticeships, studying operations and supply management and students on short courses e.g. ILM management courses and some postgraduate teaching where applicable.

Apprenticeship Quality

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 and QAA for good and or outstanding provision.

Enterprise and Business Engagement

Working with employers to support students and develop provision acting as an ambassador for the both Schools and the College of Science.

Consultancy, research projects and trials.

Contribute to other activity in support of the School's advancement

Key working relationships/networks

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



**UNIVERSITY OF LINCOLN
PERSON SPECIFICATION**

JOB TITLE	Lecturer in Food Operations and Supply Chain Management	JOB NUMBER	COS520
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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 experience in industry)	E	A
PhD in relevant discipline or equivalent professional profile	E	A
HE teaching qualification (HE PGCE or HEA fellowship) OR a commitment to complete one	E	A
Experience:		
Relevant teaching in Higher Education	D	A
Apprenticeship delivery	D	A/I
Working in the UK food manufacturing industry in Operations/Supply Chain management role of FMCG supply in UK businesses	E	A/I
Undertaking technical trials	D	A/I
Skills and Knowledge:		
Depth and breadth of subject understanding	E	A
Evidence of continuing professional development	E	I
Knowledge of Higher Education	D	A/I
Ability to teach and assess 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
Competent in the use of IT with the ability to effectively engage students through distance learning	E	A/I
Ability to supervise students undertaking undergraduate projects	E	A/I
Ability to engage with a wide range of internal and external stakeholders	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	I
Competencies and Personal Attributes:		
Enthusiasm and commitment	E	I
Team working	E	I
Flexibility and adaptability	E	I
Business Requirements		

Ability to travel to employers' premises/between campuses	E	A/I
Professional presentation	E	I
Ability to work flexibly on occasions	E	I
Enhanced CRB clearance	E	I

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	VB	HRBP	AH
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