



**UNIVERSITY OF LINCOLN
JOB DESCRIPTION**

JOB TITLE	Senior Lecturer in Food Operations and Supply Chain Management				
DEPARTMENT	National Centre for Food Manufacturing (NCFM)				
LOCATION	Holbeach Campus				
JOB NUMBER	COS520	GRADE	8	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 Senior 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/ 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 apprenticeships from Levels 3 to 7, short courses and other programmes. The range of teaching duties can change from time to time.
- To undertake curriculum development, designing, developing, reviewing curriculum in consultation with colleagues and employers to ensure provision reflects the needs of industry, building the credentials of the provision to enhance the student experience and to create opportunities for short courses and the development of bespoke provision.
- 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 programmes and the quality of provision.
- Work in accordance with University policies and procedures to undertake assessment of students' work and give feedback.
- Plan curriculum delivery to maximise resources and the student experience.
- 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.

Scholarly Activity and Professional Practice

- Provide academic support and supervision for student projects at undergraduate and postgraduate level (where qualified)
- To undertake scholarly activity and research to inform teaching practice and meet the University's requirements for teaching and scholarship along with aiding the securing of grant funding.
- Collaborate with employers and academic partners both internally and externally in support of research, enterprise activities and external income generation through short courses.
- To deliver knowledge transfer and other services including KTPs and consultancy.

- Write bids (business proposals) and deliver projects, managing project finances and reporting addressing financial and operational variance as required.
- 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/Department
- Work with colleagues in the School/Department to develop relevant activities to enhance the income and reputation of the School/Department 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

Liaison and Networking

- Interact and collaborate with other internal Schools, national and international Universities, institutions and professional bodies in the establishment of joint research projects and to enhance the quality of teaching and learning.
- Liaise with colleagues at NCFM and employers in support of students and the effective delivery of the provision.
- Liaise with employers in support of students, to ensure provision is reflective of sector need and to provide opportunities for course development and recruitment.
- Liaise with employers to create opportunities for employed sponsored research and consultancy.
- Liaise closely with the Professor of Vocational Education and Skills Development and with employers directly to support apprentices and students in the workplace.
- Maintain and develop links with other relevant professional bodies and academic groups.
- Represent NCFM and the College of Science on appropriate external bodies.

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. 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
- Assist in student recruitment activities, including interviews, open days and external recruitment events.

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

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 research and innovation • 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**

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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 in Food Manufacturing/Operations Management/relevant discipline (or equivalent practical experience in industry)	E	A
PhD in relevant discipline or equivalent demonstrated through experience/track record of achievement and professional standing as an Operations/Supply Chain Manager	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 or FMCG supply in UK businesses	E	A/I
Networking extensively within the food sector and related organisations	E	A/I
Undertaking relevant research or trials	D	A/I
Skills and Knowledge:		
Ability to teach and assess across the range of taught levels offered and related science and theory to industry practice	E	A
Evidence of continuing professional development	E	I
Knowledge of Higher Education	D	A/I
Ability to support students in their study through academic counselling	E	A/I
Ability to supervise student projects at undergraduate and post graduate level	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
Ability to contribute to curriculum and course development	E	I
Skilled in research, management of projects and student supervision.	D	A/I
Skilled in writing and securing research/consultancy proposals and projects and external	D	A/I

income generation		
Skilled in networking and industry collaboration	E	A/I
Competencies and Personal Attributes:		
Excellent written and communication skills	E	I
Enthusiasm and commitment	E	I
Good organisational skills and ability to work on own initiative	E	I
Team working	E	I
Flexibility and adaptability	E	I
Business Requirements		
Ability to travel to employers' premises/between campuses	E	I
Professional presentation	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	V Braybrooks	HRBA	AH
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