



UNIVERSITY OF
LINCOLN

**UNIVERSITY OF LINCOLN
JOB DESCRIPTION**

JOB TITLE	Lecturer				
DEPARTMENT	Department of Management				
LOCATION	Lincoln Campuses				
JOB NUMBER	SB156	GRADE	7	DATE	September 2023
REPORTS TO	Director of Online and Flexible Learning				

CONTEXT

You will find that you are joining a vibrant and dedicated team who are focused on keeping the learner experience central to all we do. We achieve this by supporting their holistic development as they strive to achieve academic success alongside, what will for many, be a series of competing professional and domestic commitments.

The work-based context is pivotal to our teaching and learning strategy. The programmes offered are structured so the student can apply academic and technical skills to their workplace, utilising their experiences to facilitate their academic development and employability skills; the workplace is the context for learning. We offer a range of degree programmes across different levels and including degree apprenticeships in leadership and management.

Key principles are learning about, for and through work, the use of experiential and reflective learning and the education of equals rather than from above, we aim to develop our students holistically, encouraging them to consider the positive impact they can have on their peers as well as the organisation.

As a team we work flexibly from home and campus, with some planned evening and weekend work. Teaching takes place online, from University of Lincoln and employer locations.

JOB PURPOSE

Overview

This is a developmental role for those entering their first full academic role. 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 curriculum development and the advancement of relevant discipline areas within the university.

To deliver teaching over a range of modules within an established programme.

To undertake student tutoring and support.

To carry out a limited number of additional activities in support of the academic work of the department.

Specific to this post upon appointment:

Advise the Academic Lead regarding proposed developments arising, for instance, from pedagogical, technological and/or research-based developments in the subject.

Contribute to the planning of Student Induction Weeks/onsite days, including attendance at relevant meetings and events such as Open Days and PLA days.

Ensuring ESFA and Ofsted requirements of degree apprenticeships is met, confirming compliance and accountability.

Ensure that adequate levels of academic and pastoral support are provided for students throughout their student journey, including advice or guidance and when required referral to appropriate contacts within the University and Partners (Education and Employers).

Promote, contribute to and support innovation in teaching and learning and business development.

Oversee the use of Blackboard across the programme to ensure consistency and full utilisation.

Liaise with external partners, alumni and students to gain insight that facilitates business development, curriculum development, development of the student journey and accessibility and enhance support for students and employers.

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 undergraduate and/or postgraduate level programmes as determined by the Director of Online and Flexible Learning. 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.
- Take on the role of the portfolio support tutor to support degree apprentices where required.
- Work in accordance with University policies and procedures to undertake assessment of students' work and give feedback.
- Engage in peer reviews of teaching and learning and maintain continuous professional development.

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 School
- Collaborate in scholarly activities and / or professional practice-based initiatives with colleagues in and beyond the School if appropriate
- Work with Professional bodies or relevant industry contacts to develop student or educational contract opportunities for the School/Department
- Work with more senior Scholars or Professional Practice leads in the School/Department to develop relevant activities to enhance the income and reputation of the School/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
- Work with the wider degree apprenticeship team within the University

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 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

Key working relationships/networks	
Internal	External
<ul style="list-style-type: none"> • Director of Online and Flexible Learning • Apprenticeship Lead • Head of Department • Faculty Senior Academic Managers • Departmental academic, administrative and technical staff • Support Services Staff 	<ul style="list-style-type: none"> • Relevant academic and professional groups • Relevant national, regional and international networks • External examiners



**UNIVERSITY OF LINCOLN
PERSON SPECIFICATION**

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JOB TITLE	Lecturer	JOB NUMBER	SB156
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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
Working to or having completed a PhD in relevant discipline or equivalent through demonstrated record of practice and professional achievement	E	A
HE teaching qualification (HE PGCE or HEA fellowship) OR a commitment to complete one	E	A
Experience:		
Teaching in Higher Education	D	A/I
Curriculum development	D	A/I
Development and innovation of teaching and learning methods	D	A/I
Interdisciplinary work relevant to the Department	D	A/I
Developing depth and breadth of subject understanding	E	I
Skills and Knowledge:		
Evidence of continuing professional development	D	A/I
Knowledge of Higher Education	D	A/I
Ability to develop excellent teaching and assessment skills 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
Ability to use digital learning management systems	D	A / I
Ability to work on own initiative	E	A/I
Competencies and Personal Attributes:		
Enthusiasm	E	I
Commitment	E	I
Team working	E	I
Good interpersonal skills	E	I
Flexibility and adaptability	E	I
Business Requirements		
Driving Licence and ability to travel nationally, including military bases	E	I
Experience working with military students	D	A
Experience working with professional/executive students	E	A
Work confidently within a digital environment	E	I
Experience of working on degree apprenticeships	D	A/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	AM	HRBA	SP
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