



**UNIVERSITY OF LINCOLN
JOB DESCRIPTION**

JOB TITLE	Senior Lecturer/Link Tutor				
DEPARTMENT	School of Engineering				
LOCATION	Lincoln Campuses				
JOB NUMBER	CHS127	GRADE	8	DATE	June 2024
REPORTS TO	Head of School				

CONTEXT

The University of Lincoln is an ambitious higher education institution. The University was awarded Gold – the highest standard possible – in the 2024 Teaching Excellence Framework; a nationwide assessment of teaching quality across UK higher education institutions. It is also committed to growing student numbers, using new partnerships with external organisations and innovative forms of programme delivery.

The University has over 20 years experience of supporting programmes targeted at the defence and allied professions. As a Gold Award winner for the Employer recognition scheme and military covenant holder we are proud of our work with the Military.

The University of Lincoln is now the academic partner in a consortium of companies engaged in delivering 'Project Selborne', a large, multidisciplinary training and educational service to the Royal Navy in a partnership expected to last more than a decade. The Naval Service describes the vision for Project Selborne as: 'A maritime training system that prepares the Royal Navy's people, units, platforms and formations to deliver successfully the full spectrum of maritime operations.' Project Selborne is a wide-scale, 20-year transformation of the Royal Navy's Training System and includes systems, equipment, personnel and qualifications. Selborne is integral to the delivery of the Ministry of Defence's Maritime Training Strategy, with the following broad objectives: 1. the adoption of innovative approaches to improve performance 2. the insertion of new technology and techniques 3. the utilisation of industry-leading methods and media

The University of Lincoln will deliver three Engineering focussed foundation degrees on Marine Systems Engineering, Electronic Engineering and Computer Network Management. The University of Lincoln is fully accountable for quality assurance, accreditation and validation of these courses. This course will be managed to meet these requirements by the Military Link Tutor/Senior Lecturer.

This post will join the military link tutors across Project Selborne to quality assure and support the Portsmouth based delivery staff. The Military Link Tutor role will be attached to the College of Health and Science at the University of Lincoln's main Brayford campus. The role is available for hybrid working and will require regular travel to our partner Royal Navy establishments in Gosport and Fareham.

JOB PURPOSE

General

To work with colleagues on curriculum development and the advancement of relevant discipline areas within the University

To plan, design and deliver teaching within programmes in relevant discipline areas

To undertake student tutoring and support

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

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:

Every programme delivered by an approved collaborative partner requires a named University Link Tutor. Link Tutors provide essential assistance and support to staff at partner institutions and provide assurance to the University that partnerships are operating appropriately and effectively. They are also responsible for effective liaison with each other and with the key academic and administrative staff in each institution and for the annual exchange and review of documents and calendars. Both the University and partner institution shall ensure that the Link Tutor and Programme Manager/Leader/Co-ordinator are aware of their responsibilities in relation to collaborative programmes.

1. Monitor the application of quality assurance and enhancement procedures to ensure the correct processes are being followed and timely intervention occurs where appropriate:
 - a. Ensure the programme is operating in accordance with the University-Partner Agreement and that University quality assurance requirements are being met
 - b. Advise the partner on the appointment of External Examiners
 - c. Ensure the partner liaises with the External Examiner over the appropriateness of assessment tasks for the forthcoming academic year
 - d. Check that appropriate arrangements are in place for obtaining student feedback, including module evaluation
 - e. Produce an annual Link Tutor Report as an appendix to the appropriate Annual Programme Monitoring Report, to be considered through both the University's annual monitoring process and the partner's relevant monitoring body
 - f. Confirm that satisfactory and timely double or second marking (as appropriate) and moderation of marking has taken place
 - g. Support/engage the partner in preparing for University programme (re)validation and periodic academic reviews
 - h. Support any activities connected with external review of the partner institution
2. Attend the following meetings:
 - a. Partner programme committee and/or programme team meetings to represent the University perspective and advise the partner and provide support and advice

- b. Partner institution general HE meetings, for example Boards of Studies
- c. University Examination Boards

3. Provide support to the Programme Manager/Leader/Co-ordinator at partner institutions:

- a. Support the partner in the understanding and implementation of University regulations, processes and procedures
- b. Respond to issues raised by the partner and liaise with other University staff to elicit responses and support as necessary, and ensure that contacts are put in place with relevant central departments (e.g. OQSP, Student Administration, Student Services, Library, etc)
- c. Advise the partner on staff development opportunities, particularly PGCE and UKPSF
- d. Facilitate programme development and enhancement to ensure the currency of content and enhancement of learning opportunities
- e. Support partner staff in identifying opportunities for research and other staff development opportunities

4. Provide a link for partner institution students:

- a. Participate in student induction
- b. Promote progression and support transition from the partner institution to the University

5. Liaise with partners in ensuring the accuracy of any public information relating to the University's programmes published by the partner.

KEY RESPONSIBILITIES

The responsibilities of a 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 undergraduate and/or postgraduate level programmes as determined by the Head of School. 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 research and advanced scholarly activity
- 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

- Conduct individual and / or collaborative scholarly and / or professional practice projects
- 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 Department
- Work with colleagues in the Department to develop relevant activities to enhance the income and reputation of the 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
- Supervise and manage projects, if required

Liaison and Networking

- Establish contacts within the wider community; disseminate knowledge through public activities which enhance the reputation of the School or College
- Participate in academic activities with industry and other external partners

- Maintain and develop links with relevant professional bodies and academic groups
- Represent the School or College on appropriate external bodies
- Take part in relevant internal boards, committees and working groups at College or University level as required
- Liaise with subject librarians, central timetabling and other services to ensure resources available are appropriately deployed

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. Although at this level this would not normally be expected for large or complex programmes, such as those involving split sites, or significant cross teaching
- 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

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

The role requires attendance at Military sites, this requires the post holder to be an approved driver and there is potential for overnight stays.

The role holder will be expected to support the link between BRNC University of Lincoln Staff, Lymstone (CTC) and Staff at the Brayford Campus.

Key working relationships/networks

Internal	External
<ul style="list-style-type: none">• Head of School• Academic Lead• Selborne Director• College Senior Academic Managers• College 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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LINCOLN

JOB TITLE	Senior Lecturer/Link Tutor	JOB NUMBER	CHS127
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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
PhD in relevant discipline or equivalent demonstrated through professional practice record of achievement	E	A
HE teaching qualification (HE PGCE or HEA fellowship) OR a commitment to complete one	E	A
Experience:		
Relevant experience of working with Military students	E	A
Relevant teaching in Higher Education OR relevant professional experience	E	A
Curriculum development	D	A/I
Development and innovation of teaching and learning methods	D	A/I
Effective use of digital learning management systems	E	A/I
Interdisciplinary work relevant to the Department	D	A/I
Research interest in teaching and learning development	D	A/I
Undertaking subject, professional and pedagogy research to support teaching activities	E	A/I
Conducting individual or collaborative scholarly or professional practice based projects	E	A/I
Skills and Knowledge:		
Depth and breadth of subject understanding	E	A
Evidence of continuing professional development	E	I
Knowledge of Higher Education and Work Based Learning	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
Ability to supervise student projects, field trips and placements	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 various sites	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	LP/AB	PBP	AH
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