



**UNIVERSITY OF LINCOLN  
JOB DESCRIPTION**

<b>JOB TITLE</b>	Military Programmes Co-ordinator				
<b>DEPARTMENT</b>	College of Health and Science				
<b>LOCATION</b>	Lincoln Campuses				
<b>JOB NUMBER</b>	CHS135	<b>GRADE</b>	9	<b>DATE</b>	July 2024
<b>REPORTS TO</b>	Director of Academic Quality and Standards, College of Health and Science				
<b>ADDITIONAL INFORMATION</b>	Part-time (0.4FTE), fixed-term contract (13 months)				

**CONTEXT**

The University of Lincoln is an ambitious higher education institution, amongst the UK's top 20 in The Guardian University Guide 2020. The University was awarded Gold – the highest standard possible – in the 2023 Teaching Excellence Framework (TEF 2023); 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 College of Health and Science has had significant accomplishments in recent years, developing a range of technology-focused programmes targeted at the defence and allied professions. These range from a suite of short courses, through to postgraduate programmes, including the prestigious MSc Innovation in Intelligence, Surveillance and Reconnaissance, which was initially developed in collaboration with RAF Waddington and the recently validated MSc Military Electronic Mission Protection programme developed in partnership with industry leading military training company Leonardo.

Over the last few years, the College has supported defence education through two main postgraduate programmes, as well as short courses. The University's strategic vision is to strengthen academic support with the defence sector; to open more opportunities to our graduates; be part of defence service long-term strategy in academic and professional development; and to develop educational consultancy activity in support of the recent expansion in the private sector, that has seen Lincoln become a national centre for companies engaged in supporting defence training.

There is an immediate need to fill the vacant post of Military Programmes Co-ordinator who will be responsible, primarily, for the programme leadership, oversight, management, teaching and administration of several of our military programmes and short courses. The post holder will serve an important role in teaching, assessment supervision and academic support of students, managing administrative processes including student enrolment, and other related duties as necessary. Additionally, the post holder will be expected to enhance the reputation of the University in the defence sector by cultivating our important national and international partnerships. They will play a key role in supporting the College Director of Academic Quality and Standards. to develop an outstanding experience for students and fostering our military partnerships.

The University is committed to building a culturally diverse institution, where all staff and students can flourish and feel valued for their contribution and individuality. We are

encouraging talented people, whatever their background, to work and study here. All appointments are made on merit. We welcome applications from diverse applicants.

#### **JOB PURPOSE**

**Specific to this post upon appointment:**

This is a key post for an enthusiastic higher education professional with a sound knowledge of the educational and training requirements of the defence sector, with previous experience of supporting and teaching on military programmes and of taking a lead role in programme and curriculum validation and development. As an academic member of staff in the College of Health and Science, there may be a requirement to contribute to the delivery of the undergraduate and postgraduate curricula in relevant fields.

<https://www.lincoln.ac.uk/home/socs/militaryprogrammes/>

## KEY RESPONSIBILITIES

The responsibilities of a Senior Academic are wide ranging and may change over time, according to the development needs of the department and the individual. In general, the postholder can expect to undertake any of the following:

### Teaching, Scholarly Activity and Professional Practice

- To lead on curriculum development in the College defence portfolio and the advancement of defence education within the University.
- To serve as the key contact for students and staff for our portfolio of defence programmes within the College of Health and Science.
- To oversee, plan, design and deliver teaching within programmes in relevant discipline areas.
- Supervise and manage dissertation projects.
- Work in accordance with University policies and procedures to undertake assessment of students' work and give feedback.
- Engage in teaching on defence programmes to a very high standard.
- Work with relevant defence sector contacts to develop student or educational contract opportunities for the College.
- Extend, transform and apply knowledge acquired from scholarship and professional practice to teaching and appropriate external activities.

### Resource Planning and Management

- Assume responsibility for aspects of resource planning and management for defence programmes both in and associated with the College. This may include but is not limited to:
  - Overseeing the recruitment of hourly paid staff to support defence delivery.
  - Co-ordinating and overseeing delivery scheduling and effective management of allocated teaching space.
- Managing the effective maintenance, acquisition and deployment of curriculum resources and equipment.

### Liaison and Networking

- Cultivate high-level relationships with various stakeholders in the defence industry.
- Establish contacts within the wider community; disseminate knowledge through public activities which enhance the reputation of the College and University.
- Participate in academic activities with the defence sector and other external partners.
- Maintain and develop links with relevant professional bodies, industry partners and academic groups.
- Represent the College and the University on appropriate external bodies.
- Take part in relevant internal boards, committees and working groups at College or University level, as required.

### **Team Working**

- Co-ordinate academic and administrative staff in order to achieve the strategic aims of multiple complex projects which align to the key performance indicators of institutional objectives.
- Inform the work of others in a number of business, defence and teaching contexts.

### **Student Support**

- Oversee the effective management of students on a range of defence-based programmes across the Colleges.
- Act as academic tutor to students 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 dissertation projects as appropriate.
- Support students on modules of study through teaching activities including but not limited to:
  - Direct face-to-face teaching.
  - Remote teaching support if and when appropriate.
  - Provision of an effective portfolio of electronic resources through the University Virtual Learning Environment.
  - Maintaining appropriate standards in student assessment and feedback on performance that respond to the University Assessment Framework.

### **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 participate in the staff appraisal scheme.
- Where appropriate, contribute to the future development of the University and support the University's wider social, cultural and economic development of our region, 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

Flexible working will be required which includes on-campus and hybrid working as appropriate. This may also include occasional weekend/evening work.

### Key working relationships/networks

Internal	External
<ul style="list-style-type: none"><li>• College Director of Academic Quality and Standards</li><li>• College Senior Academic Managers</li><li>• College academic, administrative and technical staff</li><li>• Director of Selborne Programmes</li><li>• Department of Research and Enterprise</li><li>• Support Services Staff across the institution</li></ul>	<ul style="list-style-type: none"><li>• Relevant academic, defence sector, and professional groups and accrediting bodies</li><li>• Relevant regional, national and international networks and statutory bodies</li><li>• External examiners</li><li>• Local stakeholders</li></ul>



**UNIVERSITY OF LINCOLN  
PERSON SPECIFICATION**

<b>JOB TITLE</b>	Military Programmes Co-ordinator	<b>JOB NUMBER</b>	CHS135
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<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	<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>
Post-graduate degree in relevant discipline or equivalent demonstrated through professional practice record of achievement	<b>D</b>	<b>A</b>
<b>Experience:</b>		
Relevant teaching in Higher Education	<b>E</b>	<b>A</b>
Experience in teaching on and/or supporting delivery of military programmes	<b>E</b>	<b>A/I</b>
Experience of leading and/or developing programmes	<b>E</b>	<b>A/I</b>
Understanding of the specific training and educational needs pertaining to defence engagement	<b>E</b>	<b>A/I</b>
<b>Skills and Knowledge:</b>		
Knowledge of the Higher Education sector and preferably how this relates to defence professionalisation	<b>E</b>	<b>A/I</b>
Ability to teach, assess and support across the range of taught levels, including post-graduate students	<b>E</b>	<b>A/I</b>
Ability to supervise student activities including in the conduct of individual research projects	<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, being able to prioritise and work flexibly to meet deadlines	<b>E</b>	<b>I</b>
<b>Competencies and Personal Attributes:</b>		
Ability to establish academic credibility and reputational enhancement in a broad range of environments	<b>E</b>	<b>I</b>
Ability to work collaboratively to achieve agreed outcomes	<b>D</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>	KJ	<b>HRBP</b>	AH
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