



UNIVERSITY OF
LINCOLN

UNIVERSITY OF LINCOLN JOB DESCRIPTION

JOB TITLE	Lecturer in Forensic Anthropology				
DEPARTMENT	School of Life Sciences				
LOCATION	Brayford				
JOB NUMBER	COS053	GRADE	7	DATE	February 2014
REPORTS TO	Head of School				

CONTEXT

The School of Life Sciences was founded in 2012 and now is the largest school in the College of Science. Our portfolio of research and teaching covers a wide spectrum of the life sciences and elements of physical science. We are undergoing a challenging and exciting transformation, including hiring substantial numbers of new staff with excellent research records and a positive approach to teaching, substantially increasing our levels of research income, rolling out a new integrated undergraduate curriculum from September 2012 and developing new post-graduate programmes. In 2014 we will move into newly refurbished premises that will house the Schools of Life Sciences and Pharmacy offices and research laboratories, while retaining our current science building primarily for undergraduate teaching.

JOB PURPOSE

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 contribute to the research profile of the Department.

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

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 Head of Department. 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.
- Deliver effective teaching within programmes in relevant discipline areas, achieving good levels of student progression and satisfaction. Ensure that content is informed by current developments and research, and that teaching methods are consistent with University policies on teaching and learning, assessing student work. Develop own teaching materials, methods and approaches, with guidance.
- 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.
- Work in accordance with University policies and procedures to undertake assessment of students' work and give feedback.

Research and Scholarly Activity

- Make a contribution to the research profile of the Department, School or Faculty and pursue a personal research programme consistent with the Department's research priorities. This is to include high impact publications of sufficient quality to contribute to the School's external reputation and standing.
- Collaborate in research activities and initiatives with colleagues in and beyond the department if appropriate.
- Engage in subject professional and pedagogy research as required to support teaching activities.
- Ensure that outcomes of research and scholarly activity are appropriately disseminated in peer reviewed outlets.
- Have sufficient outputs to be returned in the REF at agreed minimum standards inclusive of complex circumstances (at a standard equivalent to at least a 2.5 grade point average to the Research Excellence Framework 2013).
- Apply for external income (including research grants) and manage, as appropriate, any grants which are secured.

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.
- Collaborate with colleagues within the School, the College and University, and join external networks (including internationally) in the advancement of scientific knowledge;
- Take part in relevant internal boards, committees and working groups at School or University level as required.
- 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.

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.
- Take part in the supervision of research degree students as appropriate.
- Supervise student projects and placements at undergraduate and postgraduate level, as appropriate.

Other

- Carry out specific departmental roles and functions as may reasonably be required – these being relatively limited in order to allow the role holder to take advantage of planned developmental and research opportunities.
- Undertake continuous professional development, including training, peer observation, receiving mentoring and other activities to enhance own skills.
- Develop and maintain an external professional profile, including membership of appropriate professional bodies, refereeing and other scholarly activities.
- 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

Key working relationships/networks	
Internal	External
<ul style="list-style-type: none"> • Head of School • 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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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 demonstrated research record (normally by publication but where appropriate through professional achievement)	E	A
Teaching qualification	D	A
Experience:		
Experience of forensic anthropological practice and casework	E	A/I
Teaching in Higher Education	D	A/I
Curriculum development	D	I
Development and innovation of teaching and learning methods including online education	D	A/I
Interdisciplinary work relevant to the School	D	A/I
Experience of forensic anthropological casework	E	A/I
Industrial project and research collaboration experience, 'impact' activities	D	I
Demonstrable research interest in a relevant area of work with good strategic 'fit'	E	A/I
Involvement in grant funding applications	D	A/I
Proven record of outputs that would be returnable in the REF	E	A/I
Skills and Knowledge:		
Knowledge of the role of forensic anthropology within international criminal investigations	E	A/I
Outstanding expertise in subject area of international excellence	E	A/I
Evidence of continuing professional development	D	I
Developing depth and breadth of subject understanding	E	I
Knowledge of Higher Education	D	I
Ability to develop excellent teaching and assessment skills across the range of taught levels offered	E	A/I
Ability to develop independent novel research	E	A/I
Ability to contribute to curriculum development	E	I
Ability to supervise research students	E	I
Ability to support students in their study through academic counselling	E	I
Good organisational and time management skills	E	I

Competencies and Personal Attributes:		
Enthusiasm	E	I
Commitment	E	I
Team working	E	I
Good interpersonal skills	E	I
Ability to work on own initiative	E	I
Flexibility and adaptability	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	GF	HRBA	HDR
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