

Job Description

Position:	Lecturer in Colonial Law
Centre:	Research and Doctoral College
Grade:	Grade 7
Status:	PGD-026/A
Hours:	Full-Time or Part-Time
Responsible to:	Head of Centre
Responsible for:	Delivery of teaching, assessment, curriculum development and associated research and enterprise initiatives.

Main Function of the Post:

- To teach on undergraduate and postgraduate programmes across the Colonial Law portfolio while contributing to the management of these programmes as appropriate in the dedicated areas outlined above.
- To contribute to the development of all facets of Colonial Law and to the wider portfolio of the Centre/University as appropriate.
- A core focus of the role is postgraduate research supervision: supervising LLM/MRes dissertations to completion and contributing to PhD/Professional Doctorate supervision in relevant areas, commensurate with experience and registration.
- To undertake research and scholarly activity in the field of Colonial Law and related areas.

Principal Duties and Responsibilities:

1. Support the management and direction of students and learning resources as assigned by the Head of Centre.
2. Develop and deliver resources, own teaching materials and assessments to meet programme/course/student frameworks and learning outcomes on a range of programmes.
3. Supervise the work of taught undergraduate/postgraduate and/or research students, as required.
4. Set, mark and assess students' work, ensuring learning outcomes have been met and feedback is both detailed and constructive.
5. Undertake research and/or other agreed scholarly activity in order to contribute to the development of the field and to further the Centre/University's standing in the HE sector and wider community.
6. Prepare appropriate proposals and applications to external bodies to secure research funding and generate additional income/opportunities for the University.
7. Use initiative, creativity and judgement in the development of appropriate research methodologies to further scholarly/enterprise activity in the area.
8. Interact on a professional level with relevant internal and external professional bodies to ensure currency of knowledge, relevancy and accreditations.
9. Participate in the development of internal and external partnerships to disseminate information, share best practice, establish opportunities for collaborative work and enhance the reputation of the Centre/University.

10. Design, review and adapt module content in response to student feedback and need.
11. Teach on academic/research programmes across the Centre.
12. Engage with quality assurance processes/procedures to ensure that Centre/University standards are met.
13. Participate and contribute to University/Centre/Programme meetings/boards as appropriate to the role.
14. Contribute to appropriate pre-entry, recruitment, selection and admissions activities (including Open Days and Partner/Employee Visits) in order to promote the Centre and gain a better understanding of student/employee needs/expectations.
15. Provide a first point of contact for student welfare issues, referring problems on where they are complex or serious.
16. Introduce new starters to the Centre, providing support and training on the skills, processes, systems and activities of the Centre.
17. Provide feedback to colleagues via peer mentoring schemes to support the development of self and others.
18. Carry out personal and professional development to enhance subject authority and to contribute to the University's reputation for academic and professional excellence.
19. Ensure a safe working environment and abide by University health and safety policies and practices and to observe the University's Equal Opportunities policy and Dignity at Work policy at all times.

Note:

This is a description of the role requirements as it is presently constituted. It is the University's practice to periodically review job descriptions to ensure that they accurately reflect the role requirements to be performed and if necessary update to incorporate changes were appropriate. The review process will be conducted by the relevant manager in consultation with the role-holder.

Please note that this appointment may be subject to Disclosure and Barring Clearance.

Person Specification

Position: Lecturer in Coronial Law		Reference: PGD-026/A	
Centre/Service: Research and Doctoral College		Priority (1/2)	Method of Assessment
1 Qualifications			
1 a)	Honours degree/higher qualification in relevant subject area.	Priority 1	CV / Documentation
1 b)	A postgraduate qualification in relevant subject area	Priority 1	CV / Documentation
1 c)	Membership of a relevant professional body	Priority 1	CV / Documentation
1 d)	A relevant teaching qualification and/or fellowship status of the Higher Education Academy (HEA), or a willingness to obtain fellowship membership of the HEA within a specified time frame	Priority 1	CV / Documentation
1 e)*	PhD/Professional Doctorate or within final year of submission, or equivalent level qualification or exceptional achievements in the professional field see note 4*	Priority 1	CV / Documentation
2 Skills / Knowledge			
2 a)	Able to contribute to the development and delivery of the Coronial Law programme in the Centre	Priority 1	CV / Interview
2 b)	Credible teaching and assessment skills within Coronial Law	Priority 1	CV / Interview / Assessment
2 c)	Proven ability to work effectively independently and with others as a team member	Priority 1	CV / Interview
2 d)	Able to operate systems and processes to enhance quality and teaching and learning excellence	Priority 1	CV / Interview
2 e)	Ability and commitment to undertake appropriate subject specific research and/or enterprise activity and/or high level professional practice within the field	Priority 1	CV / Interview
2 f)	Knowledge and experience in supervising student work and providing appropriate support/feedback	Priority 1	CV / Interview
2 g)	Possess sufficient breadth and/or depth of specialist knowledge to work within established programmes and to contribute to research in the dedicated specialism	Priority 1	CV / Interview
2 h)	Excellent written and oral communication skills and the ability to influence and persuade people at all levels and to exchange complex concepts in a manner appropriate to the audience	Priority 1	CV / Interview / Assessment

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3	Criteria		
3 a)	Teaching, research and programme delivery experience	Priority 1	CV/Interview
	Experience of designing teaching sessions	Priority 2	CV/Interview
3 b)	Experience of contributing to and implementing quality assurance procedures	Priority 2	CV/Interview
3 c)	Experience in using and developing new technologies and professional practice initiatives relevant to the subject area	Priority 1	CV/Interview
3 d)	Experience of preparing proposals/applications to external bodies to secure funding and developing successful partnership arrangements with industrial/educational providers	Priority 2	CV/Interview
3 e)	Experienced and able to publish results of research	Priority 2	CV/Interview
3 f)	Experience in developing and delivering successful learning and teaching improvements	Priority 1	CV/Interview
4	Personal Qualities		
4 a)	Awareness of the requirements associated with operating within a customer service environment	Priority 1	Interview
4 b)	Able to successfully lead and manage discrete projects	Priority 1	Interview
4 c)	Able to critically reflect on all aspects of own contributions to the role	Priority 1	Interview
4 d)	Able to network effectively with local/national employers and organisations	Priority 1	Interview
4 e)	Able to demonstrate sensitivity in dealing with colleagues/partners and stakeholders from different cultural backgrounds	Priority 1	Interview
5	Other		
5 a)	Willing to undertake staff development, which may take place outside the University	Priority 1	Interview
5 b)	Awareness of the principles of the Data Protection Act, Health and Safety, Freedom of Information Act and Bribery Act	Priority 1	Interview
5 c)	Commitment to the University's policy on equal opportunities and diversity	Priority 1	Interview
5 d)	Available to work flexibly and travel as appropriate in order to meet the needs of the service.	Priority 1	Interview

Note:

- Priority 1** indicates **essential** criterion – an applicant would be unsuccessful if unable to satisfy all Priority 1 criterion.
- Priority 2** indicates **desirable** criterion - applicants failing to satisfy a number of these are unlikely to be successful.
- *The role-holder is required to hold a PhD/Professional Doctorate qualification. However, those without a PhD/Professional Doctorate but with equivalent level qualifications or outstanding achievements in the professional field will be expected to complete a PhD/Professional Doctorate within four years from the date of commencement.