

## **Job Description**

<b>Position:</b>	Senior Lecturer – Programme Leader Photography
<b>School:</b>	School of Arts and Creative Technologies
<b>Reference:</b>	ACT-201/A
<b>Grade:</b>	Grade 8
<b>Status:</b>	Permanent
<b>Hours:</b>	Full-time
<b>Reporting to:</b>	Head of School

### **Main Function of the Position:**

To lead and teach on undergraduate and postgraduate programmes across the wider Photography and Arts portfolio.

To contribute and lead, where appropriate, to knowledge exchange and commercial income generation activity, and undertake research and scholarly activity to contribute to the development of new areas in their relevant subject field.

To be responsible for leadership and delivery of teaching, assessment, curriculum development and associated research and enterprise initiatives.

### **Principal Duties and Responsibilities:**

1. The management and direction of academic/research team(s), students and learning resources as assigned by the Head of School.
2. Be responsible for the design, delivery and on-going evaluation of relevant modules/programmes, ensuring School objectives and learning outcomes are met, and reflects relevant content and current practice.
3. Develop and monitor innovative and creative appropriate assessments which measure student performance and understanding, to ensure learning outcomes have been met.
4. To provide effective management for academic leadership on programmes within the Photography and Arts portfolio and the process of enrolment, induction, student choice, module scheduling and provision of any relevant student information.
5. Challenge ideas, foster debate and encourage students to develop skills in critical discourse and rational thinking.
6. Use a variety of learning and teaching methods/materials (e.g. web-based and blended learning) to enhance the student experience.
7. Take responsibility for the pastoral care of students within a specified area, referring problems on where complex or serious.
8. Lead others and plan assessment deadlines and specific teaching arrangements to ensure student needs and expectations are met and that time and resources are used effectively.

9. Undertake research, knowledge exchange or other agreed scholarly activity in order to contribute to the development of the School.
10. Manage the demands of teaching, administration, research and scholarly activity to ensure competing deadlines are met.
11. Design, review and adapt academic/programme content and guidance materials by interpreting student feedback pre-empting needs to enable input to the overall development of the programme and enhance and support student progression and experience.
12. Identify and prepare proposals and applications to external bodies, as required, to secure research funding and generate additional income/opportunities for the University.
13. Write and publish results of high quality and innovative research within national and international literature and peer reviewed journals developing appropriate research methodologies to further scholarly activities.
14. Supervise the work of taught postgraduate and/or research students, as required, to support the development of student research skills.
15. Develop research objectives for own/and/or collaborative research in line with funding criteria. Act as a referee and contribute to peer assessment for appropriate journals as required.
16. Identify gaps in course content and programme structure with colleagues and devise creative solutions which meet the requirements of overarching teaching frameworks.
17. Proactively and effectively engage with quality assurance procedures, contributing to papers as appropriate, to ensure School/University standards are upheld.
18. Provide support, guidance and training to junior members of staff on the skills, processes, and activities relevant to the School. Provide feedback to colleagues via peer mentoring schemes to support development of self and others and ensure continuous improvement of the School's performance.
19. Contribute to and assist in appropriate pre-entry, recruitment, selection and admissions activities (including Open Days/Industry and Partner Visits) to promote the School and identify student needs and expectations. Coordinate student events ensuring appropriate use of time and resources.
20. Interact on a professional level with relevant internal and external professional bodies to ensure currency of knowledge, relevancy and accreditations.
21. 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.
22. Awareness of environmental and sustainability issues and a commitment to the University's associated strategy with respect to the performance / delivery of key responsibilities of the role.

**Note:**

This is a description of the position 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 position holder.

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

## Person Specification

<b>Position:</b> Senior Lecturer – Programme Leader Photography		<b>Reference:</b> ACT-201/A	
<b>School:</b> Arts and Creative Technologies		<b>Priority</b> (1/2)	<b>Method of Assessment</b>
<b>Criteria</b>			
<b>1 Qualifications</b>			
1 a)	Honours degree in a relevant subject area	Priority 1	Expression of Interest / CV / Documentation
1 b)	A postgraduate qualification in relevant subject area	Priority 1	Expression of Interest / CV / Documentation
1 c)	Registration Industry / vendor certification appropriate to subject specialism or willing to complete within specified timescales <b>see note 3*</b>	Priority 1	Expression of Interest / CV / Documentation
1 d)	A relevant teaching qualification and 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	Expression of Interest / CV / Documentation
1 e)*	PhD/Professional Doctorate or willing to complete within specified timescales, or equivalent level qualification or outstanding achievements in the professional field <b>see note 4*</b>	Priority 1	Expression of Interest / CV / Documentation
<b>2 Skills / Knowledge</b>			
2 a)	Proven ability and commitment to undertake appropriate subject specific research and/or enterprise activity and ensure it informs teaching.	Priority 1	Expression of Interest / CV / Interview
2 b)	Able to successfully and effectively lead and manage academic/research programmes and teams.	Priority 1	Expression of Interest / CV / Interview
2 c)	Proven academic development, teaching and assessment skills within a Photography and Arts context.	Priority 1	Expression of Interest / CV / Interview
2 d)	Extensive knowledge in the general areas of Photography and Visual Communication with particular reference to interdisciplinary course developments and/or research	Priority 1	Expression of Interest / CV / Interview/
2 e)	Extensive knowledge and experience of current sector practices relating to Photography and Visual Communication	Priority 1	Expression of Interest / CV / Interview/
2 f)	Ability and experience in operating systems and processes to enhance quality and teaching and learning excellence.	Priority 1	Application Form / Interview
2 g)	Competent in the application of IT systems and capable of utilising IT with respect to the requirements of the role.	Priority 1	Expression of Interest / CV / Interview
2 h)	Able to liaise with colleagues and other stakeholders and to contribute to staff development.	Priority 1	Expression of Interest / CV / Interview
2 i)	Aware of current academic/professional developments in research, teaching and learning excellence.	Priority 1	Expression of Interest / CV / Interview
2 j)	Knowledge and understanding of academic organisation and its processes as well as academic/research management and delivery.	Priority 1	Expression of Interest / CV / Interview

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<b>School:</b> Arts and Creative Technologies		<b>Priority (1/2)</b>	<b>Method of Assessment</b>
<b>Criteria</b>			
2k)	Able to devise creative solutions that impact positively on teaching and learning.	Priority 1	Expression of Interest / CV / Interview
2 l)	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	Expression of Interest / CV / Interview / Assessment
<b>3 Experience</b>			
3 a)	Proven teaching and programme leadership experience including the design, delivery, assessment, validation and quality monitoring of modules/courses.	Priority 1	Expression of Interest / CV / Interview
3 b)	Relevant experience in the project supervision of taught undergraduate, postgraduate and research students	Priority 1	Expression of Interest / CV / Interview
3 c)	Experience in contributing and implementing quality assurance improvements and robust evaluation of KPIs	Priority 1	Expression of Interest / CV / Interview
3 d)	Experience of preparing proposals/applications to external bodies to secure funding.	Priority 1	Expression of Interest / CV / Interview
3 e)	Experienced and able to publish quality research.	Priority 1	Expression of Interest / CV / Interview
3 f)	Experience in developing and delivering successful learning and teaching improvements.	Priority 1	Expression of Interest / CV / Interview
3 g)	Experience in developing successful partnership arrangements with industrial and education providers.	Priority 1	Expression of Interest / CV / Interview
<b>4 Personal Qualities</b>			
4 a)	Awareness of the requirements associated with operating within a customer service environment.	Priority 1	Interview
4 b)	Commitment to continuous improvement and creative ways of working.	Priority 1	Interview
4 c)	Able to work individually and under own initiative and to lead and manage projects and motivate others to reach agreed objectives/deadlines.	Priority 1	Interview
4 d)	Able to demonstrate sensitivity in dealing with colleagues/partners and stakeholders from different cultural backgrounds.	Priority 1	Interview
4 e)	Able to critically reflect on all aspects of own contribution to the role.	Priority 1	Interview
4 f)	Able to successfully network with local/national employers and organisations.	Priority 1	Interview

<b>Position:</b>	Senior Lecturer – Computer Science Taught Research Programmes Coordinator	<b>Reference:</b>	ACT-201/A
<b>School:</b>	Arts and Creative Technologies	<b>Priority (1/2)</b>	<b>Method of Assessment</b>
<b>Criteria</b>			
<b>5 Other</b>			
5 a)	Willing to undertake staff development, which may take place outside the University and be flexible in working practices in order to meet the needs of the service.	Priority 1	Interview
5 b)	Awareness of the principles and requirements of the Data Protection Act/ Freedom of Information Act, the Bribery Act and Health & Safety, UKVI, Prevent.	Priority 1	Interview
5 c)	Commitment to the University's policy on equal opportunities and diversity.	Priority 1	Interview
5 d)	Able to travel nationally and internationally in order to meet the requirements of the service.	Priority 1	Interview

*Note:*

1. **Priority 1** indicates **essential** criterion – an applicant would be unsuccessful if unable to satisfy all Priority 1 criterion.
2. **Priority 2** indicates **desirable** criterion - applicants failing to satisfy a number of these are unlikely to be successful.
3. \*The role-holder is required to have the appropriate Professional certification to be able to develop, embed and teach vendor certifications within the suite of programme. However, those without the appropriate certifications will be expected to complete the certification within two years from the date of commencement.
4. \*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.