

Job Description

Position:	Lecturer in Digital Media Practice
School:	School of the Arts and Creative Technologies
Reference:	ACT-201/A
Grade:	Grade 7
Status:	Permanent
Hours:	Full-Time
Responsible to:	Head of School
Responsible for:	Delivery of teaching, assessment, curriculum development and associated research and enterprise initiatives.

Main Function of the Post:

- To teach practice-based and critical modules on undergraduate and taught postgraduate programmes across the Photography and Digital Media portfolio, and contributing to the management of these programmes wherever possible.
- To contribute to the development of all facets of Photography and Digital Media within the department and to the wider portfolio of the School/University as appropriate.
- To teach the application of media production and content creation that compliments and enhances the profile of the department with an emphasis on video production and postproduction skills. S/he will also be required to deliver materials relating to workflow, including technical processes, legal aspects and day-to-day professional media management.
- To teach critical and generic professional practice modules as required.
- To undertake research and scholarly activity and/or high level professional creative practice in the field of Photography, Digital Media or related fields.

Principal Duties and Responsibilities:

1. Support the management and direction of students and learning resources as assigned by the Head of School.
2. Develop and deliver resources, teaching materials and assessments to meet programme/course/student frameworks and learning outcomes on a range of practice-based and critical modules.
3. Supervise and/or co-ordinate 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 School's/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 School/University.
10. Design, review and adapt module content in response to student feedback and need.
11. Teach on academic/research programmes across the School.
12. Engage with quality assurance processes/procedures to ensure that School/University standards are met.
13. Participate and contribute to University/School/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 School 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 School, providing support and training on the skills, processes, systems and activities of the School.
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.

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 is subject to Disclosure and Barring Clearance

Person Specification

Position: Lecturer in Photography and Digital Media Practice		Reference: ACT-201/A	
School: School of the Arts and Creative Technologies		Priority	
Criteria		(1/2)	Method of Assessment
1 Qualifications			
1 a)	Honours degree in relevant subject area	Priority 1	Application Form/ Documentation
1 b)	A postgraduate qualification in relevant subject area or equivalent	Priority 1	Application Form/ Documentation
1 c)	Registration with a relevant regulatory body	Priority 2	Application Form/ 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	Application Form/ Documentation
1 e)*	PhD, or willingness to complete a PhD within a specific timeframe, or body of published or professionally produced work potentially eligible for submission of a PhD by published work/professional practice see note 4*	Priority 1	Application Form/ Documentation
2 Skills / Knowledge			
2 a)	Able to contribute to the development and delivery of undergraduate/postgraduate practice-based and critical modules in the School	Priority 1	Application Form/Interview
2 b)	Proven ability and commitment to undertake appropriate subject specific research and/or professional practice and ensure it informs teaching	Priority 1	Application Form/Interview
2 c)	Credible teaching and assessment skills in the area of photographic and digital media practice and culture	Priority 1	Application Form/Interview/ Assessment
2 d)	Proven ability to work effectively independently and with others as a team member	Priority 1	Application Form/Interview
2 e)	Able to operate systems and processes to enhance quality and teaching and learning excellence	Priority 1	Application Form/Interview
2 f)	Ability and commitment to undertake appropriate subject specific research and/or enterprise activity and/or high level professional practice within the field	Priority 1	Application Form/Interview

2 g)	Knowledge and experience in supervising student work and providing appropriate support/feedback	Priority 1	Application Form/Interview
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Criteria		(1/2)	Method of Assessment
2 Skills / Knowledge			
2 h)	Possess sufficient breadth and/or depth of specialist knowledge to work within established programmes and to contribute to research	Priority 1	Application Form/Interview
2 i)	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	Application Form/Interview/ Assessment
3. Experience			
3 a)	Teaching, research and programme delivery experience in both a critical and practice-based context	Priority 1	Application Form/Interview
3 b)	Experience of contributing to and implementing quality assurance procedures	Priority 2	Application Form/Interview
3 c)	Demonstrable understanding and experience of the legal aspects of professional practice and of day-to-day commercial digital media business management	Priority 1	Application Form/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	Application Form/Interview
3 e)	Experienced and able to publish results of research	Priority 1	Application Form/Interview
3 f)	Experience in developing and delivering successful learning and teaching improvements	Priority 1	Application Form/Interview
4 Personal Qualities			
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 successfully lead and manage discrete projects	Priority 1	Interview
4 d)	Able to critically reflect on all aspects of own contributions to the role	Priority 1	Interview
4 e)	Able to network effectively with local/national employers and organisations	Priority 1	Interview
4 f)	Able to demonstrate sensitivity in dealing with colleagues/partners and stakeholders from different cultural backgrounds	Priority 1	Interview
4 g)	Commitment to continuous improvement and creative ways of working	Priority 1	Interview
5 Other			

5 a)	Willing to undertake staff development, which may take place outside the University	Priority 1	Interview
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Criteria		(1/2)	Method of Assessment
5	Other		
5 b)	Awareness of the principles of the Data Protection Act, Health and Safety, Freedom of Information Act and Bribery Act, Prevent and UKBA	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:

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 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.
4. It is the responsibility of the employee to ensure any professional accreditation/membership remains current
5. Please note it is normally expected that a new appointee will commence at the bottom of grade.