

Job Description

Position:	Lecturer in Law
AG/Service/Unit:	School of Law
Reference:	LAW – 060/A
Grade:	Grade 7
Status:	Permanent
Hours:	Full-time
Responsible to:	Head of Operations
Responsible for:	Delivery of teaching, assessment, curriculum development and associated research and enterprise initiatives.

Main Functions of the Post:

- To teach on undergraduate and taught postgraduate programmes across the Law course portfolio and contributing to the management of these programmes.
- To contribute to the development of all facets of Law programmes within the School (with a relevant specialism in Construction Law and/ or Medical Law and/ or Legal Practice) and to the wider portfolio of the Greater Manchester School of Law/University.
- To undertake research and scholarly activity and/or high level professional creative practice in the field of law.

Principal Duties and Responsibilities:

1. Support the management and direction of students and learning resources as assigned by the Head of Operations of the Greater Manchester School of Law.
2. Develop and deliver resources and teaching materials to meet programme/course frameworks and learning outcomes on a range of programmes.
3. To act as a personal tutor (PT) for a group of students.
4. Develop and monitor assessments to measure students' performance and understanding.

5. Supervise the work of taught undergraduate/postgraduate and/or research students, as required.
6. Set, mark and assess students' work, ensuring learning outcomes have been met and feedback is both detailed and constructive.
7. Undertake research and/or other agreed scholarly activity in order to contribute to the development of the field.
8. Prepare appropriate proposals and applications to external bodies to secure research funding and generate additional income/opportunities for the University.
9. Write and publish results of innovative research in the field to further the Business School/University's standing in the HE sector and wider community.
10. Develop research objectives and proposals for individual/collaborative research initiatives which meet funding criteria.
11. Use initiative, creativity and judgement in the development of appropriate research methodologies to further scholarly/enterprise activity in the area.
12. Interact on a professional level with relevant internal and external professional bodies to ensure currency of knowledge, relevancy and accreditations.
13. 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 Academic Group/University.
14. Design, review and adapt module content in response to student feedback and need.
15. Teach on academic/research programmes across the School Law.
16. Engage with quality assurance processes/procedures to ensure that the School/University standards are met.
17. Contribute/collaborate with academic colleagues on subject/unit/programme development and delivery within the Business School and across the University to ensure the curriculum portfolio remains current and assessment procedures relevant.
18. Participate and contribute to University/ School of Law/Programme meetings/boards as appropriate to the role.
19. Co-ordinate student events, as required, ensuring effective use of time and resources.
20. Contribute to appropriate pre-entry, recruitment, selection and admissions activities (including Open Days and Partner/Employee Visits) in order to

promote the Greater Manchester School of Law and gain a better understanding of student/employee needs/expectations.

21. Provide a first point of contact for student welfare issues, referring problems on where they are complex or serious.
22. Introduce new starters to the Business School, providing support and training on the skills, processes, systems and activities of the Greater Manchester School of Law.
23. Provide feedback to colleagues via peer mentoring schemes to support the development of self and others.
24. Carry out personal and professional development to enhance subject authority and to contribute to the University's reputation for academic and professional excellence.
25. Ensure and maintain integrity and confidentiality of data associated data protection requirements in line with statutory and corporate requirements.
26. 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.
27. 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 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 for Crime and Criminal Justice

Person Specification

Position:	Lecturer in Law	Reference: LAW-060/A	
School/Service/Unit:	School of Law	Priority	
Criteria		(1/2)	Method of Assessment
1 Qualifications			
1 a) Honours degree in relevant subject area or equivalent		Priority 1	Application Form
1 b) A postgraduate qualification or willingness		Priority 1	Application Form
1 c) Membership/qualification of a relevant professional body		Priority 1	Application Form
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
1 e)* PhD or PhD in progress, or equivalent level qualification or exceptional achievements in the professional field see note 4*		Priority 1	Application Form
2 Skills / Knowledge			
2 a) Able to contribute to the development and delivery of undergraduate/postgraduate programmes in the School		Priority 1	Application Form
2 b) Credible teaching and assessment skills within a law and or criminal justice context		Priority 1	Application Form

2 c)	Credible ability, qualification and/or experience including a SRA Practising Certificate and experience of Pro Bono work. Experience working within the professional industry related practices such as Solicitor/Legal profession.	Priority 1	Application Form/ Interview
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)	Proficient in the application of IT systems and capable of utilising IT with respect to the requirements of the role	Priority 1	Application Form/ Interview
2 g)	Able to liaise with colleagues and other stakeholders and to contribute to staff development	Priority 1	Application Form/ Interview
2 h)	Ability and evidence of undertaking appropriate subject specific research and/or enterprise activity and/or high level professional practice within the field	Priority 1	Application Form/ Interview
2 i)	Ability to supervise student work and provide appropriate support/feedback	Priority 1	Application Form/ Interview
2 j)	Possess sufficient breadth and/or depth of specialist knowledge to work within established programmes and to contribute to research in the area of law	Priority 1	Application Form/ Interview
2 k)	Able to implement and develop innovative and creative solutions that impact positively on teaching and learning	Priority 1	Application Form/ 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	Application Form/ Interview
3	Experience		
3 a)	Teaching, research and programme delivery experience	Priority 1	Application Form/ Interview
3 b)	Experience of supervising the work of undergraduate and/or postgraduate students	Priority 2	Application Form/ Interview
3 c)	Experience of contributing to and implementing quality assurance procedures	Priority 1	Application Form

4	Personal Qualities		
4 a)	Awareness of the requirements associated with operating within a customer service environment	Priority 1	Interview
4 b)	Able to work successfully in a small team in a dynamic and challenging environment	Priority 1	Interview
4 c)	Able to work individually and under own initiative and to successfully lead and	Priority 1	Interview
4 d)	Commitment to continuous improvement and creative ways of working	Priority 1	Interview
4 e)	Able to critically reflect on all aspects of own contributions to the role	Priority 1	Interview
4 f)	Able to network effectively with local/national employers and organisations (in particular Legal Practitioners)	Priority 1	Interview
4 g)	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, Freedom of Information Act, Prevent, Health and Safety within the work environment, and Bribery Act and UKVI	Priority 1	Interview
5 c)	Commitment to the University's policy on equal opportunities and diversity	Priority 1	Interview
5 d)	Available to work evenings and outside the normal academic year	Priority 1	Interview
5 e)	Able to travel nationally and internationally as required 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. It is the responsibility of the employee to ensure any professional accreditation/membership remains current
4. Employees are expected to have access to suitable IT equipment and broadband internet access at home to work remotely if required.