

## Job Description

<b>Position:</b>	Lecturer in Psychology (Counselling)
<b>School/Service</b>	School of Psychology (Faculty of Health)
<b>Reference:</b>	0116-26-PSY
<b>Grade:</b>	Grade 7
<b>Status:</b>	Permanent
<b>Hours:</b>	0.5FTE or 1FTE
<b>Responsible to:</b>	HoS
<b>Responsible for:</b>	Delivery of teaching, assessment, curriculum development and associated research and enterprise initiatives.

### Main Function of the Post:

- To teach on undergraduate and postgraduate psychology programmes (online and face-to-face) with emphasis on counselling and mental health programmes.
- To develop and deliver outstanding research informed teaching.
- To contribute to the development of all facets of Psychology within the Subject group.
- To undertake research and scholarly activity and/or high level professional creative practice in the field in the field of Psychology.
- To initiate and develop opportunities for employability for Psychology students and ensuring that programme content is linked to real world situations.

### Principal Duties and Responsibilities:

1. Support the management and direction of students and learning resources as assigned by the Head of School.
2. Design, deliver and evaluate relevant modules and programmes, ensuring the School's objectives and learning outcomes are relevant, met, and reflect relevant current knowledge and practice.
3. Develop and monitor appropriate assessments, that are innovative and creative and measure student performance and understanding, ensuring thus that learning outcomes have been met.
4. Offer pastoral support and personal academic tutoring to students.
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 and to further the School's/University's standing in the HE sector and wider community.

8. Use initiative, creativity and judgement in the development of appropriate research methodologies to further scholarly/enterprise activity in the area.
9. Interact on a professional level with relevant internal and external professional bodies to ensure currency of knowledge, relevancy and accreditations.
10. Develop and monitor innovative and creative assessments which measure student performance and understanding, to ensure learning outcomes have been met.
11. 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.
12. Teach on academic/research programmes across the Academic Group and act as a link-tutor for psychology programmes conducted by Off-Campus partners.
13. Engage with quality assurance processes/procedures to ensure that Academic Group/University standards are met.
14. Participate and contribute to University/Academic Group/Programme meetings/boards as appropriate to the role.
15. Contribute to appropriate pre-entry, recruitment, selection and admissions activities (including Open Days and Partner/Employee Visits) in order to promote the Academic Group and gain a better understanding of student/employee needs/expectations.
16. Provide a first point of contact for student welfare issues, referring problems on where they are complex or serious.
17. Introduce new starters to the Academic Group, providing support and training on the skills, processes, systems and activities of the Academic Group.
18. Provide feedback to colleagues via peer mentoring schemes to support the development of self and others.
19. Carry out personal and professional development to enhance subject authority and to contribute to the University's reputation for academic and professional excellence.
20. To be flexible and adaptable, where required, to meet the changing needs of the service, which may involve operating outside of the normal working hours/pattern on occasion.
21. Undertake other duties commensurate with the nature and grading of the role as determined by senior academic staff.

The university is committed to upholding academic freedom and freedom of speech within the law. We support open and respectful debate, the exchange of ideas, and the right of staff and students to question, test, and advance knowledge without constraint, while recognising the responsibility to exercise these freedoms in a way that respects the rights of others.

**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 where appropriate. The review process will be conducted by the relevant manager in consultation with the role-holder.

## Person Specification

<b>Position:</b>	Lecturer in Psychology (Counselling)	<b>Reference:</b>	0116-26-PSY
<b>School:</b>	School of Psychology	<b>Priority (1/2)</b>	<b>Method of Assessment</b>
<b>Criteria</b>			
<b>1 Qualifications</b>			
1 a)	Honours degree in Psychology or equivalent qualification and post-graduate qualification in a relevant area.	Priority 1	Application Form/ Documentation
1 b)	BACP accreditation or eligibility for BACP accreditation ( <b>see note 3*</b> )	Priority 1	Application Form/ Documentation
1 c)	PhD or willingness to commence PhD / Professional Doctorate on appointment.	Priority 1	Application Form/ Documentation
1 d)	Membership/qualification of a relevant professional body e.g. Institute for Learning 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 2	Application Form/ Documentation
<b>2 Skills / Knowledge</b>			
2 a)	Able to contribute to the development and delivery of on-campus and online undergraduate/postgraduate programmes in the School.	Priority 1	Application Form/Interview
2 b)	Specialist knowledge in counselling and relevant practical skills.	Priority 1	Application Form/Interview/ Assessment
2 c)	Demonstrable skills in the delivery of effective learning and teaching in psychology	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)	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
2 f)	Able to operate systems and processes to enhance quality and teaching and learning excellence	Priority	Application Form/Interview
2 g)	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 h)	Knowledge and experience in supervising student work and providing appropriate support/feedback	Priority 1	Application Form/Interview
2 i)	Possess sufficient breadth and/or depth of specialist knowledge to work within established programmes and to contribute to research in the area of Psychology	Priority 1	Application Form/Interview

<b>3</b>	<b>Experience</b>		
3 a)	Teaching, research and programme delivery experience	Priority 1	Application Form/Interview
3 b)	Practice experience within an applied clinical setting	Priority 1	Application Form/Interview
3 c)	Experience of contributing to and implementing quality assurance procedures	Priority	Application Form/Interview
3 d)	Experience in using and developing new technologies and professional practice initiatives relevant to the subject area	Priority 1	Application Form/Interview
3 e)	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 f)	Experienced and able to publish results of research	Priority 2	Application Form/Interview
3 g)	Experience in developing and delivering successful learning and teaching improvements	Priority 1	Application Form/Interview
<b>4</b>	<b>Personal Qualities</b>		
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
<b>5</b>	<b>Other</b>		
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:**

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