

## JOB DESCRIPTION

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<b>Job title:</b>	Senior Lecturer
<b>Grade:</b>	This post has been evaluated at Grade 7
<b>Responsible to:</b>	Head of Subject
<b>Date:</b>	June 2013

**Job purpose:**

To contribute to the successful design, delivery and development of curricula within the subject area.

To make a significant contribution to the University's performance in research and innovation.

**Health and safety at Falmouth University**

The University takes health and safety matters very seriously. All staff have a responsibility to take reasonable care for the health and safety of themselves and others who may be affected by their actions and omissions. They also have a duty to comply with the University's arrangements for health and safety. Staff with responsibility for others must ensure the proper enactment of University policy within their areas in line with levels of responsibility set out in the University's Health and Safety Policy.

**Main duties and responsibilities**

The main duties and responsibilities of this role have been grouped in the following areas:

1. Learning and Teaching.
2. Research, Scholarship and Innovation.
3. Mentoring and Pastoral Care.
4. Curriculum Development.
5. Quality Assurance and Enhancement.

**1. Learning and teaching**

- a) To ensure that students are provided with a relevant and stimulating range of learning opportunities and experiences within the subject area, consistent with their overall objectives.

- b) To contribute to the recruitment and selection of students, both UK/EU and International, and to plan for the recruitment of students, including attendance at open days and other recruitment and marketing events.
- c) To undertake such teaching duties as are required by, and agreed with, the Head of Subject, and to keep abreast of international developments within the academic discipline and/or professional practice of the Subject area, and to share this knowledge to shape curricular content, design and delivery.
- d) To set, mark and assess work and provide feedback to students.
- e) To supervise student projects, students on field trips and, where appropriate, on placements.
- f) To ensure that student progress is regularly monitored and that the results of monitoring are reported in a timely fashion to the Head of Subject.
- g) To participate in University wide staff development initiatives related to learning and teaching.
- h) To participate in student support on academic, career and personal development matters.

## **2. Research, scholarship and innovation**

- a) To engage in research, scholarly activity and/or innovation, subject to the approval of the Head of Subject.
- b) To engage with other researchers internally, nationally and internationally, and to contribute to the research objectives of both the School<sup>1</sup> and, where possible, the University's thematic research centres.
- c) To apply for external research funding and to produce high quality outputs for the Research Excellence Framework.
- d) To engage in subject and professional research and pedagogy development as required to support teaching activities.
- e) To extend, transform and apply knowledge acquired from scholarship to teaching, research and appropriate external activities.
- f) To be an active and recognised contributor to subject associations, learned societies and relevant professional bodies.

## **3. Mentoring and pastoral care**

- a) To advise, mentor and support less experienced colleagues and coach on personal development.

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<sup>1</sup> School is used here as a shorthand to denote School or Institute or Academy

- b) To supervise the work of others, for example in research teams, projects or postgraduate study.
- c) To act as a personal tutor and, where required, ensure that the Personal Tutor and attendance monitoring systems are working effectively across a level of study.

#### **4. Curriculum development**

- a) To develop and produce appropriate learning materials on the basis of scholarly and research activity.
- b) To co-ordinate the work of colleagues to identify and respond to students' needs.
- c) To be responsible for the design and delivery of own modules and assessment methods.
- d) To collaborate with colleagues on the implementation of assessment procedures and to review student progress and retention.
- e) To tackle issues affecting the quality of delivery within scope of own level of responsibility, referring more serious matters to others, as appropriate.
- f) To develop and sustain a subject contribution of relevance and high quality to postgraduate and undergraduate programmes, including:
  - Assisting in the design and delivery of the curriculum.
  - Achieving a reputation for excellence in the teaching of the subject.

#### **5. Quality assurance and enhancement**

- a) To be committed to and play a significant part in the total quality management of the subject area.
- b) To participate in assessment and evaluation of curriculum design and the quality of learning and teaching provided by subject staff.
- c) To make contributions of appropriate quality to awards being prepared for review and/or validation.
- d) To ensure adherence to, and effective operation of quality assurance and enhancement policies and processes.

#### **6. General duties and responsibilities**

- a) To participate in and develop external networks, for example to identify sources of funding, contribute to student recruitment, secure student placements, market the institution, facilitate outreach work, generate income, obtain consultancy projects, or build relationships for future activities.

- b) To develop ideas for generating income.
- c) To attend training courses as identified and agreed for appropriate development.
- d) To work within and actively support the equality and diversity policies and practices of Falmouth University.
- e) To build clear and effective lines of communication within the Subject area.
- f) To notify a more senior member of staff of any errors or concerns at the earliest opportunity.
- g) To participate in the annual Performance Development Review process.
- h) To ensure that the university's cross-cutting themes of partnership, equality and diversity and sustainability inform all activity related to the role.
- i) To ensure communications systems and practices support effective management arrangements and promote good relations with staff and students.
- j) To be responsible for your own continuing self-development.
- k) To undertake other duties not specifically stated above, which from time to time are necessary for the effective performance of the University's business without altering the nature or level of responsibility involved.

### **Health & safety requirements**

In relation to health and safety, you are responsible for ensuring that:

- You comply with safe systems of work in operation within your work area.
- You work co-operatively with other staff who have responsibility for health and safety requirements.
- You report any health and safety concerns to your manager or other responsible member of staff as soon as these are identified.
- You attend training as appropriate to your role (see the relevant health and safety training grid for requirements).
- You may be required to undertake duties as a first aider (for which a separate allowance is paid).

You have a direct responsibility to ensure a safe and healthy environment for students under your supervision, by ensuring that:

- Falmouth's safety policies and requirements are implemented.

- That risk assessments are completed for relevant activities (e.g. fieldwork, performances, exhibitions etc.) undertaken by students under your supervision, and that any resulting actions are taken and that safe working practices are followed.
- Correct and timely communication of safety issues both to your superiors and students as relevant to your areas of responsibility is carried out.
- You work within a framework of effective governance, ensuring compliance with relevant regulations, legislation, policies and procedures.
- Students under your supervision fulfil their responsibilities under the University's Health and Safety Policy.

## PERSON SPECIFICATION

**Job title:** Senior Lecturer

Attributes	Essential requirements	Desirable requirements
<p><b>Education and qualifications</b></p>	<p>A good undergraduate degree in a relevant subject for Creative Advertising.</p>	<p>A postgraduate degree in a relevant subject area.</p> <p>PGCHE or equivalent and/or fellowship of the Higher Education Academy (HEA).</p> <p>An earned doctorate.</p>
<p><b>Experience and knowledge</b></p>	<p>A comprehensive and up-to-date knowledge of the subject area.</p> <p>Experience in deploying fully integrated communication campaigns for major clients across contemporary platforms of delivery.</p> <p>A good knowledge of global industry trends that will ensure that the course retains its currency in a rapidly changing and evolving media landscape.</p> <p>High quality and current connections with industry and professional practice.</p> <p>An on-going and demonstrable commitment to scholarship, research and/or innovation.</p> <p>An up-to-date knowledge and understanding of changing trends and requirements in the subjects' industrial and professional domains.</p> <p>Understanding of quality issues and requirements in HE.</p> <p>Substantial experience of teaching within an HE environment or equivalent related industrial experience.</p>	<p>Experience of teaching and managing curriculum development at Masters level.</p> <p>Track record in either funded research or innovation.</p> <p>A published record of research and/or practice and a previous submission to the RAE/REF.</p> <p>Successful generation of external research income.</p> <p>Experience of collaborative provision.</p> <p>Experience of teaching within an international context.</p>

	<p>Understanding of the primacy of income generation, particularly via successful student recruitment, and alive to opportunities to increase income.</p>	
<p><b>Skills and personal requirements</b></p>	<p>Excellent interpersonal skills.</p> <p>Receptive and responsive to change.</p> <p>The ability to communicate with enthusiasm.</p> <p>Excellent presentation skills.</p> <p>Dedication to the development of the subject.</p> <p>Experience of networking both within and outside the University with appropriate academic and non-academic partners.</p> <p>A progressive and dynamic approach to teaching in HE.</p> <p>Well-developed administrative abilities.</p> <p>Constructive approach to team working.</p> <p>Ambitious to achieve national and international excellence.</p> <p>Desire to maintain required professional standing through professional practice and continuing professional development.</p>	