**Role Description Template (NUSL)**

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| **Faculty/Service:** | **Faculty of Business and Law** |
| **Department:** | **Leadership and Human Resource Management** |
| **Role Title:** | **Senior Lecturer / Lecturer** |
| **Grade:** | **7 or 6** |
| **Category:** | **Academic** |
| **Role Purpose:** | **Working as part of multi-disciplinary teams, role holders are responsible for contributing to an exceptional student experience through the delivery of teaching, research, business and enterprise engagement activity.**  **Role holders will actively engage in research and related activities, which will inform curriculum development and delivery and raise the profile of the Department, Faculty and University nationally and internationally.** |
| **Reports to:** | **The Head of Department or an appropriate nominated academic colleague.** |
| **DBS Required:** | **Disclosure and Barring Service Check not requireds** |

**Specific Duties and Responsibilities:**

1. **Key Responsibilities:**

The role holder will contribute to delivering the Faculty’s strategic priorities, which include the integration of excellent teaching, high quality research, emerging business and regional engagement development activities within an academic context. The role holder will be responsible for the development, organisation and delivery of curriculum content, within undergraduate and postgraduate programmes of the department. The role holder will also contribute to research activities, delivering appropriate research ‘outputs’, income generation and ‘impact’ as agreed by the department Research leadership team.

In particular, the role holder will be required to contribute to the Faculty as outlined below:

**Learning and Teaching**

* To contribute to learning and teaching at undergraduate and postgraduate levels and, where appropriate, on short/professional courses, through:
  + The design, planning, preparation and development of teaching materials.
  + The management of the delivery of modules through practical sessions, studio based practice, lectures, seminars, tutorials.
  + Identifying learning needs of students and define appropoate learning objectives.
  + Set, supervise, and assess assignments and project work, provise feedback to students and attend assessment boards.
* To contribute to research informed learning, and the development of innovative methods of teaching, learning and assessment.
* To supervise student projects and dissertations and where appropriate, field trips and placements.
* To liaise closely with teaching, technical and administrative staff to ensure quality teaching support.
* To contribute to the cost-effective delivery of the Faculty’s provision at home and abroad.

**Research and Innovation activities**

* To undertake high quality (internationally excellent and world leading) research and scholarly activities contributing to the Faculty’s research profile, developing and delivering a personal research and innovation plan, participating in institutional and collaborative research, and involvement with industry stakeholders, other institutions, external organisations and other university partners.
* To identify research funding opportunities and make appropriate bids to secure funding for personal and joint research or scholarly activities.
* To disseminate the results of research and scholarly activity through publications, development of learning materials, presentations at conferences or exhibiting work at appropriate events and via the media, etc.
* To supervise students’ scholarship and research activities.

**Enterprise and Engagement activities**

* To participate in, and develop, external networks to enhance the reputation of the University, build relationships for future activity and contribute to student recruitment and outreach work.
* To maintain effective relationships with key partners and professional organistaions in order to enhance personal profile and that of the Faculty and University.
* To develop ideas for generating income through promotion of the subject, undertaking consultancy and business development activity as required.

**Academic Management and Administration**

* To deliver programme and module administration, acting as a Module Leader (Lecturer) or Programme Leader (Senior Lecturer) as appropriate.
* To contribute to accreditation of programmes and quality control processes.
* To undertake tasks associated with student recruitment, induction, personal tutoring and programme planning; involvement in assessment boards, course development teams, etc.
* To attend Faculty, Department, Subject, programme and University wide meetings and committees as appropriate.
* To represent the Department effectively in both the national and international context.

**General and Academic development**

* To contribute to the implementation of the Faculty and Department’s Academic Plan. This may include:
* the planning and development of postgraduate and / or undergraduate provision.
* programme / module evaluation and revision.
* engagement with regional and international initiatives and collaborative ventures.
* To undertake continuous professional development and participate in staff appraisal, staff development and other post-entry training based on an assessment of individual and institutional needs.

*This Role Description is not intended to be an exhaustive list of duties and will be subject to periodic review.*

**Additional Information**

**Location:**

The role-holder will be based at the either the University’s City or Coach Lane campus, but travel to other premises which the University may from time to time occupy will be required. National and international travel to academic partners and corporate clients in relation to programmes, awards, research, consultancy and/or other activities and externally funded programmes appropriate to the nature of the post may be required.

**Attendance Requirements:**

The nature of the post is such that the post holder is expected to work and attend at the University’s premises such hours as are reasonably necessary for the effective discharge of the duties of the post, within a normal working week of 37 hours. Within this time a typical workload may include weekday evening delivery and weekend work (e.g. for open days, short course work etc.) and / or national and international travel appropriate to the nature of the role.

**References:**

Contact with your present or most recent employer will be made if you are offered the position.

***Higher Educations Academy accreditation:***

If you are not currently a member of the Higher Education Academy, you will be required to submit a Fellowship application before your probationary period will be confirmed as completed.

**Commitment to further Academic qualification:**

Role holders appointed who have not undertaken PhD study, will be required to register and complete a PhD within a reasonable timescale of appointment. This will be discussed with candidates upon appointment and will be a condition of employment.

Northumbria University is an equal opportunities employer and welcomes applications from all sectors of the community and particularly from under-represented groups.

**Person Specification**

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| **Specific Knowledge** | | | |
| **Criteria** | **Weight** | **A** | **I** |
| Demonstrable expert specialist knowledge and subject expertise within the relevant discipline areas | Essential |  |  |
| Knowledge of the key debates, policies and pedagogical practices affecting the subject area | Essential |  |  |

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| **Experience and Skills** | | | |
| **Criteria** | **Weight** | **A** | **I** |
| SL) Demonstrable success in the design, delivery, assessment and evaluation of high quality teaching and learning practice, across a range of programmes using a variety of approaches to student learning | Essential |  |  |
| (L) Developing experience in the delivery and assessment of high quality teaching and learning practice, across a range of programmes using a variety of approaches to student learning | Essential |  |  |
| (SL/L) Evidence of research outputs which are of high quality and are at least internationally excellent in originality, significance and rigour | Essential |  |  |
| (SL) Experience of successfully leading / supervising research programmes, in collaboration with others | Essential |  |  |
| (SL) Evidence of successfully generating research income | Essential |  |  |
| (L) Ability to identify and make appropriate bids for research income | Essential |  |  |
| (SL/L) Experience of fostering collaborative links, building relationships with key partners internally and externally | Essential |  |  |
| (SL/L) Excellent communication and interpersonal skills, oral and written | Essential |  |  |

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| **Education & Training** | | | |
| **Criteria** | **Weight** | **A** | **I** |
| (SL/L) Doctoral qualification in a relevant subject discipline (or exceptionally soon to be qualified, or doctoral equivalent through academic standing in the field) | Essential |  |  |
| (SL/L) Possession of a recognised teaching qualification or equivalent teaching experience (e.g. HEA) | Desirable |  |  |
| SL/L) Membership (or eligibility for membership) of relevant professional bodies | Desirable |  |  |

**Legend:** A = Application I = Interview