

Senior Lecturer

Job Purpose

To develop, manage and monitor postgraduate and undergraduate programmes. This includes associated operational administration, curriculum development and quality management and enhancement (including accreditation by relevant professional institutions where appropriate). You will work with Associate Deans, Heads of School / Department to ensure the efficient and effective delivery of teaching programmes in accordance with University strategy, policy and procedures, undertake research activity and engage in enterprise activity, influencing leading edge practice.

Main Activities and Responsibilities

Student Learning Experience

1. Responsible for managing taught programmes, including oversight of day-to-day operational processes (e.g. timetabling, assessment, examination systems) and programme accreditation processes.
2. Ensure that programme design and delivery comply with the quality standards and regulations of the University.
3. Contribute to the development of academic processes across the institution.
4. Contribute to the development of learning and teaching strategies.
5. Teach a range of materials.
6. Develop and apply innovative and appropriate teaching techniques and material which create interest, understanding and enthusiasm amongst students.
7. Oversee the monitoring of student progress and provide advice and guidance to personal tutors and students as appropriate

Research, Enterprise and Scholarship

8. Undertake and contribute to research, conducting individual research or collaborating with others.
9. Produce academic outputs of originality, significance and rigour that will be considered for inclusion in future REF census activities.
10. Conduct individual or collaborative scholarly projects.
11. Lead collaborative research and / or enterprise activity producing high quality outputs with demonstrable impact, in particular influencing leading edge practice.
12. Engage in knowledge generation, knowledge exchange and knowledge transfer activities.
13. Identify sources of funding and contribute to the process of securing funds for own research or scholarly projects.
14. Be aware and informed of developments in higher education relevant to the development of learning and teaching and research strategies within the School, Faculty and University.

Managing People and Resources

15. Provide academic leadership to those working within programme areas, for example by agreeing work plans to ensure that programmes are delivered effectively or organising the work of a team by agreeing objectives and work plans.

16. Contribute to the development of teams and individuals through the individual performance review process and providing advice on personal development.
17. Contribute to the overall management of the School / Faculty in areas such as resource management, business and programme planning. Undertake line management responsibilities as required.
18. Be responsible for setting standards and monitoring progress against agreed criteria for area of responsibility.
19. Be involved in School / Faculty level strategic planning and contribute to the University's strategic planning process.
20. Plan and deliver consultancy or similar programmes and ensure that resources are available.

Pastoral Care

21. Undertake personal tutoring.
22. Oversee the monitoring of student progress and provide advice and guidance to personal tutors and students as appropriate, including oversight of the needs of students with special requirements and processes pertaining to mitigating circumstances.
23. Appreciate the needs of individual students and their circumstances and assist them in accessing University support
24. Deal with referred issues for students on own programmes and provide first line support for colleagues dealing with student matters, referring them to sources of further help if required.

Liaison and Networking

25. Lead and develop internal networks, for example by chairing and participating in University committees or working groups.
26. Act as an external examiner to other institutions and provide professional advice as appropriate.
27. Lead and develop external networks, for example with external examiners and assessors.
28. Develop links with external contacts such as other educational bodies, employers and professional bodies to foster collaboration.
29. Undertake international visits in order to establish partnerships, teach at partner institutions or act as Link-Tutor.
30. Actively collaborate within the University and externally on relevant research projects.

Academic Administration

31. Be responsible for quality, audit and other external assessments in own areas of responsibility.
32. Take responsibility for programme accreditation processes.
33. Ensure that operational processes such as timetabling, assessment and examinations are managed.

Values

34. At all times demonstrate alignment to BCU values.

Additional Key Requirements

Communication

- Disseminate conceptual and complex ideas of a wide variety of audiences using appropriate media and methods to promote understanding.

Teamwork

- Lead teams within areas of responsibility.
- Ensure that teams within the School and Faculty work together.
- Act to resolve conflicts within and between teams.

Initiative, problem solving and decision making

- Resolve problems affecting the delivery of modules within own educational programme and in accordance with regulations.
- Make decisions regarding operational aspects of own educational programme.
- Contribute to decisions which have an impact on other related programmes.
- Monitor student progress and retention.
- Provide advice on strategic issues such as the balance of student recruitment, staff appointments and student and other performance matters.
- Identify opportunities for strategic development of new programmes or appropriate areas of activity and contributing to the development of such ideas.

Work Environment

- Be aware of the risks in the workplace and the potential impact on their own work and that of others.
- Depending on area of work (for example laboratories, workshops, studios) conduct risk assessments, take steps to reduce hazards and take responsibility for the health and safety of self and others.

Person Specification			
Area	Criteria	Essential / Desirable	Application Form / Cover Letter & CV / Interview
Qualifications and Professional Status	1. Depth or breadth of specialist knowledge demonstrated by a doctorate level qualification, usually a PhD in order to teach and support learning on academic modules, or professional doctorate or National Practice leadership Or where it can be demonstrated that equivalent core knowledge has been gained from practice, a PhD will be desirable.	Essential	Application Form
	2. Eligible for Senior Fellow status under the Higher Education Academy's Professional Standards Framework for Teaching and Supporting Learning in Higher Education.	Essential	Application Form
Teaching	3. Depth or breadth of specialist knowledge sufficient to teach and support learning on academic modules, or professional doctorate or National Practice leadership.	Essential	Cover Letter & CV / Interview
	4. In depth understanding of own specialism to enable the development of new knowledge and understanding within the field.	Essential	Cover Letter & CV / Interview
	5. External recognition as a scholar, teacher and/or practice based professional.	Essential	Cover Letter & CV / Interview
	6. Knowledge of higher education and ability to use a range of delivery techniques to enthuse and engage students.	Essential	Cover Letter & CV / Interview
	7. Experience of teaching curriculum development and quality management and enhancement in an HE environment.	Essential	Cover Letter & CV / Interview
Research and Enterprise	8. Experience of managing research projects, teams, and preferably experience of acting as a principal investigator.	Essential	Cover Letter & CV / Interview
	9. Evidence of high-quality publications or other outputs in research or practice.	Essential	Cover Letter & CV / Interview
	10. Able to identify potential sources of funding.	Essential	Cover Letter & CV / Interview
Leadership, Liaison and	11. Excellent written and verbal communication skills.	Essential	Interview

Networking, and Communication	12. Able to communicate complex and conceptual ideas to a range of groups.	Essential	Interview
	13. Able to participate in and develop external networks.	Essential	Cover Letter & CV / Interview
	14. Experience of managing a team and/or functions in a busy environment with conflicting priorities.	Essential	Cover Letter & CV / Interview
	15. A strategic thinker.	Essential	Interview
	16. Able to demonstrate independent and self-managing work styles.	Essential	Interview
	17. Able to plan and prioritise workload and that of others.	Essential	Cover Letter & CV / Interview
	18. Demonstrates strong student-centric approach to ways of working and commitment to high quality standards.	Essential	Cover Letter & CV / Interview

- Application Form – assessed against the application form. Normally used to evaluate factual evidence e.g. award of a qualification. Will be assessed as part of the shortlisting process.
- Cover Letter & CV - applicants are asked to provide a statement to demonstrate how they meet the criteria, and may reference their CV. The response will be assessed as part of the shortlisting process.
- Interview – assessed during the interview process by either competency-based interview questions, tests, work-related exercise, presentation and discussion, or teaching session etc.

Special Requirements

- Able to undertake duties at different premises including any University campus as required.
- Expected to work outside of normal office hours as required.
- All academic staff are expected to engage in activities associated with promotion, marketing and public outreach of the subject area.

Expectations of all Staff

Professional standards

All staff employed by Birmingham City University are expected to exhibit high professional standards which promote and demonstrate the University's core values of Excellence, People Focused, Partnership Working, Fairness and Integrity.

Equal opportunities

All staff are expected to understand and enact the University's commitment to ensuring equality and diversity in all activities. This commitment is enshrined in the Equality Statement and core values.

Dignity at work

Every member of staff has a responsibility to ensure colleagues are treated with dignity and respect.

The University is committed to creating a work environment for all staff that is free from harassment, intimidation and any other forms of bullying at work, where everyone is treated with dignity, respect and professional courtesy.

Health and safety

The arrangements for meeting the University's health and safety objectives are contained in the Birmingham City University Health and Safety Policy. This includes the responsibilities of key staff and procedures covering the main activities of the University.

All staff are expected to take reasonable care of themselves and those that may be affected by their actions.

Dress code

The University does not operate a formal dress code for its employees, other than for those who are provided with uniform and/or protective clothing. However, employees must ensure that their dress is professional, reasonably smart and appropriate for the situation in which they are working. All staff should ensure that they present a professional image and one that reflects sensitivity to customer perceptions. This may reflect their ethnicity and lifestyle, but should not be provocative or cause offence to those with whom they have contact.

Citizenship

All staff are expected to adhere to good citizenship, being generous with help and support to others, collaborating with colleagues and working for the benefit of the University as a whole. In particular working to provide a positive student experience and achieving excellence in all the University's activities.

This job description indicates the expectations of staff at this level. The University recognises that you will not be expected to undertake the full range of responsibilities detailed under each heading and you may be directed to concentrate on particular areas. Likewise, there is no guarantee that you will be given the opportunity to carry out all the activities listed however there is an expectation that academic staff will undertake a broad range of responsibilities across several of the areas outlined above.

With reasonable notice and support, the University can expect and require a member of staff at this level to undertake any of the activities detailed above. You will be expected to perform at this level within a reasonable period following promotion.

Job descriptions are not exhaustive and you may be required to undertake other duties of a similar level and responsibility.