

## Candidate Information

<b>Position:</b>	Lecturer (Education)
<b>School/Department:</b>	School of Biological Sciences
<b>Reference:</b>	18/106808
<b>Closing Date:</b>	Monday 15 October 2018
<b>Salary:</b>	£40,792 - £50,132 per annum (potential to progress to £53,175 per annum through sustained exceptional contribution)
<b>Anticipated Interview Date:</b>	Monday 5 November 2018

### JOB PURPOSE:

To take significant responsibility for teaching and learning at undergraduate and postgraduate level, and contribute to School/IGFS administration/outreach activity.

### MAIN ACTIVITIES/RESPONSIBILITIES:

Teaching undergraduate students primarily in the area of Food Quality and Safety. To act as Module Co-ordinator for a range of modules in this area and in due course assume responsibility as Programme/Pathway lead.

#### 1. Teaching

- Develop teaching methods, design course units and deliver a range of teaching and assessment activities including lectures, coursework, practicals, and fieldwork in the subject.
- May design and be responsible for course/s delivered by others, preparing the teaching materials and being responsible for the assessment.
- Develop approaches to teaching and learning, which are appropriate for the subject area and may reflect developing practice.
- Contribute to the enhancement of quality teaching within the subject, school or faculty.
- Develop and advise others on learning and teaching tasks and methods.
- Contribute to the design of innovative teaching programmes.
- Plan and review own approach to teaching.
- Be responsible for practical work where applicable, and advise students on techniques.

#### 2. Scholarly Activity

- Develop links with relevant professional bodies to ensure that teaching reflects current best practice in own area of subject specialism.
- Develop proposals and prepare, in collaboration with others, funding bids for external contract work that might involve, for example, publishing materials for use within a profession.
- Engage in scholarly activity e.g. conference paper presentations, external funding secured, book reviews published, writing practice manuals, publication of professional materials.
- Maintain and develop teaching and subject expertise.

#### 3. Administration/Contribution to Community

- Contribute to the School's outreach strategy.
- Develop networking links with relevant industries and external bodies to encourage technology transfer opportunities and create opportunities for future research projects.
- Provide pastoral care for students within own area to ensure, as far as practicable, that all issues are dealt with in a timely, sympathetic and effective manner.
- Carry out designated School functions, including, for example, participation in committee work, assisting in the process of admissions, preparation of submission for teaching quality assessment etc.
- Be responsible for the record-keeping associated with teaching and the preparation of teaching materials.

### PLANNING AND ORGANISING:

- Plan and manage own teaching and tutorials as agreed with Head of School.
- As module co-ordinator, liaise with others (such as support staff or academic colleagues) to ensure student needs and expectations are met.
- Design/update modules in line with School's teaching strategy.
- Plan for the use of teaching resources, laboratories and workshops as appropriate.
- Manage projects relating to own area of work.

## **RESOURCE MANAGEMENT RESPONSIBILITIES**

- Mentor colleagues with less experience and advise on personal development.
- Depending on the area of work, could supervise the work of others.
- Manage own teaching and administrative demands under general supervision of Head.
- Assist in the development of skills and competence in others (for example through the supervision of Teaching Assistants).
- Manage use of resources for teaching.
- Participate in judgements regarding the use of resources within school/area.
- Act as mentor for students.

## **INTERNAL AND EXTERNAL RELATIONSHIPS:**

- Communicate complex and conceptual ideas to students as well as to peers using high level skills and a range of media.
- A member of the School Board and Examination Board and such committees relevant to their administrative duties.
- Collaborate with other staff within School.
- Participate in and develop 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.
- Contribute to the School's outreach programme by establishing links with local community groups, industries, etc.

## **ESSENTIAL CRITERIA**

- BSc in Food Science/Chemistry or related subject area.
- PhD in Food Science/Chemistry or related subject area.
- Evidence of scholarly activity as appropriate with experience e.g. conference paper presentations, external funding secured, book reviews published, writing practice manuals, publication of professional materials.
- Experience, achievement and growing reputation in the discipline, reflected in involvement in national educational events
- Relevant university teaching experience in area of food science/chemistry commensurate with experience.
- Demonstrate an ability to design modules and assessment methods in own specialism and make an appropriate contribution to the teaching load of the School/IGFS
- Relevant academic administrative/management experience
- Ability to contribute to broader management and administrative processes within School and IGFS
- Ability to communicate complex information clearly.
- Effective interpersonal skills.
- Engagement in continuous professional development.
- Ability to assess and organise resources.
- Teaching interests that are sustainable and which complement or enhance existing teaching activities within the School
- Prepared to travel

## **DESIRABLE CRITERIA**

- PGCHET and/or membership of an appropriate professional and/or teaching body eg. HEA
- Evidence of good teaching evaluations.
- Interests in the development of distance or flexible learning education programmes in food science/chemistry