



## Candidate Information

<b>Position:</b>	Lecturer (Education) (Part Time)
<b>School/Department:</b>	School of Natural and Built Environment
<b>Reference:</b>	18/107033
<b>Closing Date:</b>	Monday 17 December 2018
<b>Salary:</b>	£36,261 - £42,036 per annum pro rata
<b>Anticipated Interview Date:</b>	Monday 7 and Wednesday 9 January 2019
<b>Duration:</b>	18 months Part time 0.3 FTE

### JOB PURPOSE:

The successful applicant will join the team in the School of the Natural and Built Environment (SNBE) in delivering professionally accredited courses in Planning and will be expected to make a full contribution to existing Educational and scholarly activities of an effective Planning School. We are looking to complement and develop our existing teaching capabilities within the discipline. We are interested in recruiting a candidate with excellent knowledge, skills and competencies within the field of Spatial Planning; other areas of expertise may be considered if there is evidence of outstanding achievement.

Appointees will be expected to integrate their specialist knowledge with teaching programmes through lecture courses and seminars across the School and wider university. The School is committed to equality of opportunity and to selection on merit. We particularly welcome applications from women, transgender people and disabled people.

This part time 0.3 FTE (11.1 hours per week) post is available for 18 months.

Informal enquiries in relation to this post may be made to Dr Urmi Sengupta, telephone: +44 (0)28 9097 4486 or email: [u.sengupta@qub.ac.uk](mailto:u.sengupta@qub.ac.uk)

### MAIN ACTIVITIES/RESPONSIBILITIES:

The following describes the type of work that is typically required of academic staff at this level. It is not expected that anyone carries out all the activities mentioned below and some carry out additional duties.

#### 1. SCHOLARLY ACTIVITY:

- Develop networking links with relevant professional bodies to ensure that own teaching reflects current best practice in own area of subject specialism.
- Develop and plan an area of personal scholarship and expertise and work collaboratively with colleagues in the area.
- Identify sources of external funding for education-led projects.
- Contribute to the development of pedagogy in the School.
- Collaborate with research staff, where appropriate.

#### 2. TEACHING:

- Teaching knowledge, skills and competencies will fall within the field of Spatial Planning, we would be particularly interested in someone with a concern for and interest in environmental, governance, community and European planning issues. This would help complement the expertise of existing Planning staff.
- Plan and develop independent teaching contributions and contribute to the design or revision of course units.
- Develop teaching methods, design course units and deliver teaching and assessment activities including lectures, coursework, practical exercises, seminars and fieldwork to undergraduates and postgraduates.
- Seek ways of improving performance by reflecting on teaching design and delivery and obtaining and analysing feedback.
- Select appropriate assessment instruments and criteria, assess the work and progress of students by reference to the criteria and provide constructive feedback to students.
- Contribute to the enhancement of quality teaching within the subject, School or Faculty.

- Contribute to curriculum development and innovative approaches to learning, teaching and assessment.

### **3. ADMINISTRATION/CONTRIBUTION TO COMMUNITY:**

- Carry out administrative duties associated with teaching and research commitments, including assessment.
- Contribute to the School's outreach strategy, including student recruitment and marketing, by developing external links with relevant external bodies to create opportunities for the future.
- Develop links with relevant external bodies to encourage knowledge 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 relevant issues are dealt with in a timely, sympathetic and effective manner.
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- Participate in School, Faculty and University administration as requested by line manager.

### **4. PLANNING AND ORGANISING:**

- Plan for and set teaching and research objectives over a number of years.
- Plan and manage own teaching and tutorials as agreed with Head of School.
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- Design/update modules in line with School's teaching strategy and statement of Educational Philosophy.
- Plan for the use of teaching and research resources, laboratories and workshops as appropriate.
- Develop educational proposals for submission for external funding.

### **5. 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, for example in educational teams and projects.
- Manage own teaching, scholarship and administrative demands under general supervision of Head of School.
- Assist in the development of skills and competence in others.
- Manage use of resources for teaching.
- Participate in judgements regarding the use of resources within their school.
- Act as mentor for students in capacity of personal tutor.

### **6. 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.
- Member of the School Board and Examination Board and such committees relevant to their administrative duties.
- Collaborate with other academics within School and across the University.
- Participate in and develop networks, for example to identify sources of funding, contribute to student recruitment, act as website editor, 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, professional bodies etc.

### **ESSENTIAL CRITERIA**

- Relevant degree with a PhD completed in a relevant subject.
- Membership or eligibility of the Royal Town Planning Institute and/or Royal Institution of Chartered Surveyors.
- Evidence of developing networking links with relevant professional bodies to ensure that own teaching reflects current best practice in own area of subject specialism.
- Evidence of using research methodologies, models, approaches and techniques.
- Teaching experience at university level having ability to design modules and assessment methods, with evidence of good teaching evaluations.
- Evidence of expertise in one or more of the following: environmental, governance, community and European planning issues.
- Ability to design course materials and plan and organise the delivery and assessment of taught courses in own specialism.
- Evidence of the ability to take advantage of the opportunities afforded by new technologies in teaching, learning and assessment.
- Contribution to a wider range of administrative tasks.
- Marketing programmes at undergraduate and postgraduate levels.
- Providing pastoral care for students.

- Leading on academic year coordination.
- Active engagement with relevant professional bodies.
- Ability to communicate complex information effectively.
- Ability to manage resources and staff.
- Demonstrable intellectual ability.

**DESIRABLE CRITERIA**

- Masters in planning or related discipline.
- Teaching expertise in areas that complements existing staff expertise within the field of Spatial Planning.
- Experience in student recruitment and/or placement programmes.
- Contribution to a wider range of community/outreach activities.
- Ability and willingness to participate in overseas field trips.