Candidate Information

Position:	Lecturers (Education) in Computer Science
School/Department:	School of Electronics, Electrical Engineering and Computer Science
Reference:	19/107855
Closing Date:	Tuesday 19 November 2019
Salary:	£36,914 to £51,034 per annum.
Anticipated Interview Date:	Tuesday 17 December 2019

JOB PURPOSE:

The School of Electronics, Electrical Engineering and Computer Science seek to recruit a number of Lecturer (Education) staff to undertake significant teaching at undergraduate and postgraduate level in Computer Science in one of the following areas of interest: Data Science, Computing Systems, Intelligent Systems and Software Engineering, and to contribute to School administration/outreach activity.

MAJOR DUTIES:

Teaching:

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

Scholarly Activity:

1. Develop links with relevant professional bodies to ensure that teaching reflects current best practice in own area of subject specialism.
2. 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.
3. Engage in scholarly activity e.g. conference paper presentations, external funding secured, book reviews published, writing practice manuals, publication of professional materials.
4. Maintain and develop teaching and subject expertise.

Administration/Contribution to the Community:

1. Contribute to the School's outreach strategy.
2. Develop networking links with relevant industries and external bodies to encourage technology transfer opportunities and create opportunities for future research projects.
3. 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.
4. 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.
5. Be responsible for the record–keeping associated with teaching and the preparation of teaching materials.

Planning and Organising:

1. Plan and manage own teaching and tutorials as agreed with Head of School.

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

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

Internal and External Relationships:
1. Communicate complex and conceptual ideas to students as well as to peers using high level skills and a range of media.
2. A member of the School Board and Examination Board and such committees relevant to their administrative duties.
3. Collaborate with other staff within School.
4. 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.
5. Contribute to the School's outreach programme by establishing links with local community groups, industries, etc.

ESSENTIAL CRITERIA:
1. Normally have or be about to obtain a PhD in a relevant area, consideration will be given to candidates who sufficiently demonstrate equivalent expertise
2. Recent relevant teaching experience at University level having ability to design modules and assessment methods in own specialism and appropriate contribution to the teaching load of the School.
3. Teaching interests that are sustainable and which complement or enhance existing teaching activities within the School and across the faculty of Engineering and Physical Sciences
4. Evidence of good teaching evaluations.
5. Evidence of scholarly activity e.g. conference paper presentations, external funding secured, book reviews published, writing practice manuals, publication of professional materials.
6. Ability to manage resources and understanding of management processes.
7. Contribution to administrative tasks within the School e.g. course development, assessment exercises examinations, recruitment, and management of resources.
8. Contribution to community/outreach activities
9. Ability to devise, advise on and manage teaching programmes.
10. Experience, achievement and growing reputation in the discipline, reflected in involvement in national educational events.
11. Ability to communicate complex information clearly.
12. Effective interpersonal skills.
13. Programme of continuous professional development established.

DESIRABLE CRITERIA:
1. Completed PGCHET (or equivalent) with HEA membership