# J o b D e s c r i p t i o n

**Position:** Trainer/Lecturer – Centre for Advanced Manufacturing

**School/Service:** Centre for Advanced Manufacturing/School of Engineering

**Reference:** TBC

**Grade:** Grade 7

**Status:** Fixed Term

**Hours:** Full time

**Responsible to:** Director of Engineering

## Main Function of the Post:

* Create and develop teaching material for Advanced and Additive manufacturing, maintaining industry relevance for taught content and keeping up to date with the latest developments of technology.
* Deliver high-level teaching and training in Advanced and Additive Manufacturing through lecturing to undergraduate students and delivery of continual professional development courses to industry professionals.
* Collaborate with colleagues from School of Engineering to continuously develop the curriculum, and ensuring mapping and learning are relevant to IMechE and IFATE standards.
* Contribute, where appropriate, on commercial income generation activity and research activity undertaken within the Centre for Advanced Manufacturing’s remit.

## Principal Duties and Responsibilities:

1. Support the teaching objectives of the Centre/Faculty of Engineering by managing a range of contributions to its learning and teaching activities. Deliver teaching across a range of modules and to all levels, through lectures, tutorials, practicals and seminars. Set and mark coursework and exams/assessments, providing constructive feedback to students.
2. Develop and deliver CPD provision in Advanced and Additive manufacturing flexibly with industry input as required. Create a suite of new programmes to be delivered to external partners and learners.
3. Monitor, evaluate and revise course design to ensure excellence and coherence. Identify areas where current provision is in need of revision or improvement, planning and developing innovative contributions to learning, teaching and assessment methods within the Institute as appropriate. Identify opportunities and lead the strategic development of new courses.
4. Collaborate on and develop original pedagogic and practitioner activities, including conducting research with colleagues in other Universities and Industry Partners.
5. Contribute to the efficient management and administration for the Faculty of Engineering by performing personal administrative duties as allocated by The Head of Centre and by taking on appropriate coordinating roles, e.g. running the process of admissions, recruitment, examinations, teaching quality assessments etc.
6. Undertake academic course-related administrative tasks, including attendance at Examination Boards, attendance monitoring, PAT support, as appropriate.
7. Undertake dissertation supervision in common with the rest of the teaching team and where appropriate, supervise students’ projects, fieldwork and placements. Take part in relevant aspects of the student support and assessment processes.
8. In conjunction with The Head of Centre, lead on apprenticeship development activities. This must include OFSTED compliance, mapping to IfATE standards, ensuring curriculum has necessary assessments with sign off before Gateway.
9. Act as a mentor to more junior colleagues.
10. To lead and/or contribute to the development of research and/or commercial activity both within the subject area and across the Centre/Faculty, and to contribute to subject area’s budget by supporting the Head of Centre with the planning and development of knowledge exchange activities.
11. Engage with quality assurance processes/procedures to ensure the Faculty/University standards are met.
12. Participate and contribute to University/Centre/Faculty/Programme meetings/boards as appropriate to the role.
13. Contribute to appropriate pre-entry recruitment, selection and admissions activities (including open days and partner/employee visits) in order to promote the Centre/ Faculty and gain a better understanding of student/employee needs/expectations.
14. To participate in university internal and external events, deemed appropriate to the duties.
15. Carry out personal and professional development to enhance subject authority and to contribute to the University’s reputation for academic and professional excellence.
16. Ensure a safe working environment and abide by University health and safety policies and practices and to observe the University’s Equal Opportunities policy and Dignity at Work policy at all times.
17. Ensure and maintain integrity and confidentiality of data and associated data protection requirements in line with statutory and corporate requirements
18. Awareness of environmental and sustainability issues and a commitment to the University’s associated strategy with respect to the performance/delivery of key responsibilities of the role.

**Note:**

This is a description of the role requirements as it is presently constituted. It is the University’s practice to periodically review job descriptions to ensure that they accurately reflect the role requirements to be performed and if necessary, update to incorporate changes were appropriate. The review process will be conducted by the relevant manager in consultation with the role-holder.

Please note that this appointment ay be subject to Disclosure and Barring Clearance.

# P e r s o n S p e c i f i c a t i o n

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| **Position:** | Industry Teaching Fellow | **Reference:** |
| **School:** | NCME | **Priority** | **Method of Assessment** |
| **Criteria** | **(1/2)** |
| **1** | **Qualifications** |  |  |
| 1 a) | Good Honours Degree/or equivalent in a relevant discipline or willingness to obtain within three years. | 1 | Application Form / Documentation |
| 1 b) | A relevant teaching qualification and/or fellowship status of the Higher Education Academy (HEA), or a willingness to obtain fellowship membership of the HEA within a specified time frame | 1 | Application Form / Documentation |
| 1 c) | Higher degree or substantial relevant experience within specialist area | 1 | Application Form / Documentation |
| 1 d) | PhD in relevant subject area or willingness to obtain | 1 | Application Form / Documentation |
| **2** | **Skills / Knowledge** |  |  |
| 2 a) | Excellent communication and interpersonal skills, with the ability to present complex information in an accessible way to a range of audiences. | 1 | Application Form / Interview |
| 2 b) | Extensive professional experience within the relevant field | 1 | Application Form / Interview |
| 2 c) | Able to successfully forge and develop interdisciplinary, national and international collaborations for the benefit of the University. | 1 | Application Form / Interview |
| 2 d) | Able to write, prepare and develop hand-outs and other learning support materials using appropriate media | 1 | Application Form / Interview |
| 2 e) | Credible teaching and assessment skills and/or confidence to develop these with support | 1 | Application Form / Interview / Assessment |
| 2 f) | Ability to help student groups develop professional skills | 1 | Application Form / Interview / Assessment |
| 2 g) | Skilled at determining priorities and managing deadlines | 1 | Application Form / Interview |
| 2 h) | Able to liaise with colleagues and other stakeholders and to contribute to staff development | 1 | Application Form / Interview |
| 2 i) | Ability to translate knowledge of advancements in subject area into teaching and assessment methods and materials | 1 | Application Form / Interview |
| 2 j) | Possess specialist knowledge in the relevant disciplines to deliver established teaching programmes at undergraduate/postgraduate levels and contribute to course development and scholarship activities with guidance from Head of Centre | 1 | Application Form / Interview |

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| 2 k) Ability to network effectively with local / national employers / organisations and able to develop successful partnership arrangements with network of industrial / educational providers. | 1 | Interview |

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| **3** | **Experience** |  |  |
| 3 a) | Proven extensive practice in an industry leading employer relevant to specialist field | 1 | Application Form / Interview |
| 3 b) | Experience of operating successfully within a team environment | 1 | Application Form / Interview |
| 3 c) | Experience of supervising/supporting students as appropriate to the role | 1 | Application Form / Interview |
| 3 d) | Experience of teaching and/or student support within Higher Education in the UK and/or be available for training to the standard. | 2 | Application Form / Interview |
| 3 e) | Competent in the application of Information Technology | 1 | Application Form / Interview |
| **4** | **Personal Qualities** |  |  |
| 4 a) | Awareness of the requirements associated with operating within a customer service environment | 1 | Interview |
| 4 b) | Commitment to continuous improvement and creative ways of working | 1 | Interview |
| 4 c) | Adaptable and flexible to meet changing circumstances/priorities in the working environment | 1 | Interview |
| 4 d) | Able to work effectively individually and as part of a team | 1 | Interview |
| 4 e) | Able to use initiative as and where appropriate | 1 | Interview |
| 4 f) | Able to demonstrate sensitivity in dealing with colleagues/partners and stakeholders from different cultural backgrounds | 1 | Interview |
| **5** | **Other** |  |  |
| 5 a) | Willing to undertake staff development, which may take place outside the University | 1 | Interview |
| 5 b) | Awareness of the principles of the Data Protection Act / Freedom of Information Act, the Bribery Act, Prevent and UKVI | 1 | Interview |
| 5 c) | Awareness of the requirements of Health & Safety within the work environment | 1 | Interview |
| 5 d) | Commitment to the University’s policy on equal opportunities and diversity | 1 | Interview |
| 5 e) | Flexible in working practices in order to meet the needs of the service. | 1 | Interview |
| 5 f) | Able to travel nationally and internationally and remotely if required in order to meet the requirements of the service. | 1 | Interview |

*Note:*

1. **Priority 1** indicates **essential** criterion – an applicant would be unsuccessful if unable to satisfy all Priority 1 criterion.
2. **Priority 2** indicates **desirable** criterion - applicants failing to satisfy a number of these are unlikely to be successful.
3. \*The role-holder is required to hold a PhD/Professional Doctorate qualification. However, those without a PhD/Professional Doctorate but with equivalent level qualifications or outstanding achievements in the professional field will be expected to complete a PhD/Professional Doctorate within four years from the date of commencement.
4. It is the responsibility of the employee to ensure any professional accreditation/membership remains current
5. Employees are expected to have access to suitable IT equipment and broadband internet access at home to work remotely if required