

Job Description

Position:	Associate Lecturer/ Lecturer in Computer Science
School:	School of Arts and Creative Technologies
Reference:	ART-002/A
Grade:	Grade 6 /7
Status:	Permanent
Hours:	Full time
Responsible to:	Head of School
Responsible for:	Delivery of teaching, assessment, curriculum development, programme promotion/recruitment activities, administration and associated research and enterprise initiatives.

Main Function of the Post:

- Contribute to the delivery, development, promotion and administrative support to the wider Computer Science portfolio of programmes within the Centre for Computer Science and Games with particular reference to one or more of the specialist areas listed below:
 - Artificial Intelligence
 - Data Analytics and Data Science
 - Cyber Security
 - Software Engineering
 - Emerging Technologies
- Academic and personal support of students including undertake academic research to inform teaching in the area of Computer Science and general computing related areas.
- Teaching delivery on undergraduate and taught postgraduate programmes and contribute to the management of these programmes wherever possible.
- To contribute to the development of all facets of Computer Science programmes within the Subject group and to the wider portfolio of the School/University through the willingness to engage with enterprise research activities, scholarly activity and the enhancement and dissemination of information relating to ones professional practice in the field of Computer Science.

Principal Duties and Responsibilities:

1. Support the management and direction of students and learning resources as assigned by the Head of School.
2. Be responsible for the design, teaching and learning, delivery, and on-going evaluation of relevant modules, from HE3 to HE7, ensuring that the programme objectives and learning outcomes are met.

3. Develop module/programme content that reflects current industry practice/research for modules that cover both generic programming and development processes as well as specific modules in cyber security and/or computer science.
4. Develop professional and vendor skills in areas required for the delivery of modules.
5. Supervise and/or co-ordinate the work of taught undergraduate/postgraduate and/or research students, as required.
6. Develop innovative and creative assessments appropriate to the module that reflect industry practices and meet the required benchmarking standards in order to measure student performance and understanding and ensure learning outcomes are met and feedback is provided being both detailed and constructive.
7. Undertake research and/or other agreed scholarly activity in order to contribute to the development of the field and to further the School's/University's standing in the HE sector and wider community.
8. To participate and contribute to the on-going curriculum development with an emphasis on innovation in teaching, learning and assessment.
9. To contribute to the development of partnerships with relevant Industries, organisations and agencies to support the design and delivery of the university/schools apprenticeship agenda.
10. Contribute on a professional level to subject area Industry Advisory Boards interacting with relevant internal and external professional bodies to ensure currency of knowledge, relevancy and accreditations for the enhancement of subject area.
11. Oversee module level quality assurance procedures to ensure that School/University standards are met. Liaising with the appropriate Programme Leader for external/internal moderation of marked work and assessment briefs.
12. Participate in the development of internal and external partnerships to disseminate information, share best practice, establish opportunities for collaborative work, knowledge exchange and enhance the reputation of the subject group, School and University.
13. Design, review and adapt module content in response to student feedback, module evaluation reports, external examiners comments and technical/educational need.
14. Knowledge and understanding of current industry trends and academic provision within the field of computer science or a specific sub-field such as cyber security or AI.
15. Undertake administrative and course management duties, participate and contribute to University/School/Programme meetings/boards and other non-teaching tasks as determined by the Head of School.
16. Contribute to appropriate pre-entry, recruitment, selection and admissions activities (including Open Days and Partner/Employee Visits) with schools, colleges and educational partners in order to promote the University, School and Computing and Software Engineering programmes.
17. Contribute to the School personal tutoring strategy to assist students with welfare and academic issues, referring problems on where they are complex or serious.

18. Develop learning material for the respective modules and ensure their availability through a Virtual Learning Environment, including module handbooks (Study Guide) as per School / course guidelines.
19. Work with colleagues and the TIRI Professors for the development of innovative pedagogic practices, continued professional development in the areas of teaching and learning and contribute to the programmes Learning and Teaching strategy.
20. Carry out personal and professional development to enhance subject authority and to contribute to the University's reputation for academic and professional excellence.
21. Ensure a safe working environment and adhere to University health and safety policies and practices. Observe the University's Equal Opportunities policy and Dignity at Work policy.

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 relevant manager in consultation with the role-holder will conduct the review process.

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

Person Specification

Position: Lecturer in Computer Science		Reference: ART-002	
School: School of Arts and Creative Technologies		Priority (1/2)	Method of Assessment
1 Qualifications			
1 a) Good honours degree in relevant subject area		Priority 1	Expression of Interest / CV / Documentation
1 b) A postgraduate qualification in relevant subject area		Priority 1	Expression of Interest / CV / Documentation
1 c) Registration Industry/vendor certification appropriate to subject specialism or willing to complete within specified timescales see note 3*		Priority 2	Expression of Interest / CV / Documentation
1 d) 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		Priority 1	Expression of Interest / CV / Documentation
1 e)* PhD/Professional Doctorate or within final year of submission, or equivalent level qualification or exceptional achievements in the professional field see note 4*		Priority 1	Expression of Interest / CV / Documentation
2 Skills / Knowledge			
2 a) Able to contribute to the development and delivery of undergraduate/postgraduate Computer Science programmes in the School		Priority 1	Expression of Interest / CV / Interview
2 b) Proven ability and commitment to undertake appropriate subject specific research and/or enterprise activity and ensure it informs teaching and/or high level professional practice within the field		Priority 1	Expression of Interest / CV / Interview
2 c) Credible teaching and assessment skills within a computer science context		Priority 1	Expression of Interest / CV / Interview / Assessment
2 d) Proven ability to work effectively independently and with others as a team member		Priority 1	Expression of Interest / CV / Interview
2 e) Able to operate systems and processes to enhance quality and teaching and learning excellence		Priority 1	Expression of Interest / CV / Interview
2 f) Solid knowledge in the general areas of computing such as Programming, Databases, Operating Systems (Linux/Windows) and the fundamentals of networking.		Priority 1	Expression of Interest / CV / Interview
2 g) Core knowledge and experience of current best practices in one or more of the specialist fields identified in the JD.		Priority 1	Expression of Interest / CV / Interview
2 h) Possess sufficient breadth and/or depth of specialist knowledge to work within established programmes and to contribute to research/programme development in the area of computer science		Priority 1	Expression of Interest / CV / Interview

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2 i)	Excellent written and verbal communication skills and the ability to influence and persuade people at all levels and to exchange complex concepts in a manner appropriate to the audience	Priority 1	Expression of Interest / CV / Interview / Assessment
3 Experience			
3 a)	Experienced and able to design and deliver innovative, high quality, vibrant and challenging learning experiences.	Priority 1	Expression of Interest / CV / Interview
3 b)	Experience of contributing to and implementing quality assurance procedures	Priority 1	Expression of Interest / CV / Interview
3 c)	Experience in using and developing new technologies and professional practice initiatives relevant to the subject area	Priority 1	Expression of Interest / CV / Interview
3 d)	Experience of preparing proposals/applications to external bodies to secure funding and developing successful partnership arrangements with industrial/educational providers	Priority 2	Expression of Interest / CV / Interview
3 e)	Experienced and able to publish results of research	Priority 1	Expression of Interest / CV / Interview
3 f)	Experience in developing and delivering successful learning and teaching improvements	Priority 1	Expression of Interest / CV / Documentation / Interview
3 g)	Knowledge and experience in supervising student work and providing appropriate support/feedback	Priority 1	Expression of Interest / CV / Interview
4 Personal Qualities			
4 a)	Awareness of the requirements associated with operating within a customer service environment	Priority 1	Interview
4 b)	Commitment to continuous improvement and creative ways of working	Priority 1	Interview
4 c)	Able to critically reflect on all aspects of own contributions to the role	Priority 1	Interview
4 d)	Able to network effectively with local/national employers and organisations	Priority 1	Interview
4 e)	Excellent planning and organisational skills and the ability to manage conflicting demands and meet deadlines	Priority 1	Interview
4 f)	Ability to demonstrate sensitivity in dealing with colleagues/partners and stakeholders from different cultural backgrounds	Priority 1	Interview

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5 Other			
5 a)	Willing to undertake staff development, which may take place outside the University	Priority 1	Interview
5 b)	Awareness of the principles of the Data Protection Act, Health and Safety, Freedom of Information Act and Bribery Act	Priority 1	Interview
5 c)	Commitment to the University's policy on equal opportunities and diversity	Priority 1	Interview
5 d)	Available to work flexibly and travel as appropriate in order to meet the needs of the service.	Priority 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 have the appropriate Professional certification to be able to develop, embed and teach vendor certifications within the suite of programme. However, those without the appropriate certifications will be expected to complete the certification within two years from the date of commencement.
4. *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. It is the responsibility of the employee to ensure any professional accreditation/membership remains current.