

Job Description

Position:	Associate Lecturer
School/Service:	School of Law
Status:	VHT
Hours:	Up to 15 hours per week maximum
Reporting to:	Head of Operations – School of Law

Main Function of the Position:

Teach on a range of undergraduate and postgraduate programmes: criminal justice, policing and or law portfolio.

Deliver and develop outstanding research informed teaching.

Principal Duties and Responsibilities:

1. The management and direction of academic staff, students and learning resources as assigned by the Head of Operations.
2. To teach and deliver on the Law programme and support across the criminal justice programmes where appropriate which may include law portfolio.
3. Interact on a professional level with relevant internal and external professional bodies and employers to ensure currency of knowledge, relevancy and accreditations where required.
4. Be responsible for the design, delivery and on-going evaluation of relevant modules/programmes, to ensure that they meet sector requirements and reflect relevant content and current practice.
5. Design, review and adapt academic/programme content and materials to enhance and support student progression and experience. Use a variety of learning and teaching methods/materials (e.g. web-based and blended learning) to enhance the student experience.
6. To ensure high student satisfaction is achieved by responding to student voice and ensuring programme content and assessment is relevant and stimulating
7. Develop and monitor innovative and creative appropriate assessments which measure student performance and understanding, to ensure learning outcomes have been met.
8. Challenge ideas, foster debate and encourage students to develop skills in critical discourse and rational thinking.
9. Take responsibility for the pastoral care of students within a specified area, referring problems on where complex or serious.
10. Undertake research or other agreed scholarly activity in order to contribute to the development and growth of the Law School.

11. Identify and prepare proposals and applications to external bodies where appropriate, to secure research funding and generate additional income/opportunities for the University.
12. Develop research objectives for own/and/or collaborative research in line with funding criteria. Write and publish results of high quality and innovative research within national and international literature and peer reviewed journals.
13. Supervise the work of taught undergraduate/ postgraduate and/or research students, as required, to support the development of student research skills.
14. Proactively and effectively engage with quality assurance procedures to ensure School/University standards are upheld.
15. Manage the demands of teaching and administration activity to ensure competing deadlines are met.
16. Contribute on occasion and assist in appropriate pre-entry, recruitment, selection and admissions activities (including Open Days/Industry and Partner Visits) to promote the School and identify student needs and expectations. Coordinate student events ensuring appropriate use of time and resources.
17. Ensure and maintain integrity and confidentiality of data and associated data protection requirements in line with statutory and corporate requirements
18. 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.
19. 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 position 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 position holder.

Person Specification

Position: VHT			
School/Service: School of Law			
Criteria		Priority	Method of Assessment
1 Qualifications			
1 a)	Honours degree in a relevant subject area or equivalent	Priority 2	CV/Expression of Interest
1 b)	Possession of a UK academic qualification to Masters level (or willingness to achieve this)	Priority 2	CV/Expression of Interest
1 d)	A relevant teaching qualification and 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	CV/Expression of Interest
1 e)	* Doctorate/PhD or willingness to obtain.(or relevant professional experience / qualification)	Priority 1	CV/Expression of Interest
2 Skills / Knowledge			
2 a)	Proven ability and commitment to undertake appropriate subject specific research and/or enterprise activity and ensure it informs teaching	Priority 1	CV/Expression of Interest/Interview
2 b)	Aware of current academic/professional developments in research, teaching and learning excellence	Priority 1	CV/Expression of Interest/Interview
2 c)	Understanding of teaching and assessing students within a law and/or criminal justice context	Priority 2	CV/Expression of Interest/Interview
2 d)	Possess a depth of specialist knowledge to work within established programmes and to write authoritatively in the area of Law and or Criminal Justice	Priority 2	CV/Expression of Interest/Interview
2 e)	Able to devise and implement creative solutions that impact positively on teaching and learning	Priority 1	CV/Expression of Interest/Interview
2 f)	Proven ability to successfully and effectively apply specialism research within the context of teaching application and be able to contribute to research within the school	Priority 2	CV/Expression of Interest/Interview
2 g)	Proven ability of administrative excellence in the maintenance of student and course records including competency in the application of IT systems	Priority 1	CV/Expression of Interest/Interview
2 h)	Ability and experience in operating systems and processes to enhance quality and teaching and learning excellence including making effective use of a virtual learning environment	Priority 1	CV/Expression of Interest/Interview
2 i)	Proven track record and recent demonstrable evidence of engagement with the criminal justice system and or supporting professions	Priority 2	CV/Expression of Interest/Interview
2 j)	Proven ability to work effectively independently and with other team members and able to liaise with colleagues and other stakeholders	Priority 1	CV/Expression of Interest/Interview
2 k)	Knowledge and understanding of academic organisation and its processes as well as academic/research management and delivery	Priority 1	CV/Expression of Interest/Interview

2 l)	Excellent written and oral communication skills and the ability to influence and persuade people at all levels and to explain complex concepts in a manner appropriate to the audience	Priority 1	CV/Expression of Interest/Interview
3	Experience		
3 a)	Proven teaching including the design, delivery, assessment and validation of modules/courses	Priority 2	CV/Expression of Interest/Interview
3 b)	Practitioner experience	Priority 2	CV/Expression of Interest/Interview
3 c)	Experience in contributing to and implementation of quality assurance improvements	Priority 1	CV/Expression of Interest/Interview
3 d)	Relevant experience in the supervision of the work of undergraduate and/or postgraduate students and providing appropriate pastoral support	Priority 1	CV/Expression of Interest/Interview
3 f)	Experienced and able to publish quality research	Priority 2	CV/Expression of Interest/Interview
3 g)	Experience in developing successful partnership arrangements with criminal justice sector providers including the arrangements of placements/volunteering	Priority 1	CV/Expression of Interest/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 work individually and under own initiative and to lead and manage projects and motivate others to reach agreed objectives/deadlines	Priority 1	Interview
4 d)	Able to demonstrate sensitivity in dealing with colleagues/partners and stakeholders from different cultural backgrounds	Priority 1	Interview
4 e)	Able to critically reflect on all aspects of own contribution to the role	Priority 1	Interview
4 f)	Able to successfully network with local/national employers and organisations	Priority 1	Interview
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 GDPR, the Freedom of Information Act, the Bribery Act and UKBA	Priority 1	Interview
5 c)	Awareness of the requirements of Health & Safety within the work environment	Priority 1	Interview
5 d)	Commitment to the University's policy on equal opportunities and diversity	Priority 1	Interview
5 e)	Flexible in working practises in order to meet the needs of the service.	Priority 1	Interview
5 f)	Able to travel nationally and internationally in order to meet the requirements 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. It is the responsibility of the employee to ensure any professional accreditation/membership remains current
4. Employees are expected to have access to suitable IT equipment and broadband internet access at home to work remotely if required