

Job Description

Position:	Trainer/Lecturer – Centre for Advanced Manufacturing
School/Service:	School of Engineering and Built Environment
Reference:	ENG-245/A
Grade:	Grade 7
Status:	Fixed Term
Hours:	Full time
Responsible to:	Director of Engineering

Main Function of the Post:

- Create and develop teaching materials for Advanced and Additive manufacturing, ensuring industry relevance for taught content and staying up to date with the latest technological developments.
- Deliver high-level teaching and training in Advanced and Additive Manufacturing through lecturing undergraduate students and delivery of continuing professional development courses for industry professionals.
- Support the organisation and planning of CPD courses, outreach events, and Industry events at the University of Greater Manchester.
- Assist with and conduct research and development projects in advanced materials and manufacturing to enhance the university's knowledge and expertise, informing teaching.
- Collaborate with colleagues from School of Engineering and Built Environment to continuously develop the curriculum, ensuring that mapping and learning outcomes align with IMechE and IfATE standards.
- Contribute, where appropriate, to commercial income generation and research activities undertaken within the Centre for Advanced Manufacturing's remit.

Principal Duties and Responsibilities:

1. Support the teaching objectives of the Centre/School of Engineering and Built Environment by managing a range of contributions to its learning and teaching activities. Deliver teaching across multiple modules and 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, incorporating 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 requires 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 at other universities and industry Partners.
5. Develop teaching material and programme content for Advanced Materials and Manufacturing courses to continuously enhance the University's portfolio.
6. Work with university partners and colleagues to develop infrastructure to organise, planning, and marketing CPD provisions, events, and courses.

7. Contribute to the efficient management and administration for the School of Engineering and Built Environment by performing personal administrative duties as allocated by the Head of Centre and by taking on appropriate coordinating roles, such as supporting admissions, recruitment, examinations, and teaching quality assessments.
8. Undertake academic course-related administrative tasks, including attendance at Examination Boards, monitoring attendance, and providing PAT support, as appropriate.
9. Undertake dissertation supervision in collaboration with the rest of the teaching team, where appropriate, supervise students' projects, fieldwork, and placements. Participate in relevant aspects of the student support and assessment processes.
10. In conjunction with the Head of Centre, lead apprenticeship development activities. This includes OFSTED compliance, mapping to IfATE standards, and ensuring the curriculum the necessary assessments with sign off before Gateway.
11. Act as a mentor to junior colleagues.
12. Lead and/or contribute to the development of research and commercial activities within the subject area and across the Centre/School, and support the subject area's budget by assisting the Head of Centre with the planning and development of knowledge exchange activities.
13. Engage with quality assurance processes and procedures to ensure the School and University standards are met.
14. Participate in and contribute to University, School, Centre, Programme meetings and boards, as appropriate to the role.
15. Contribute to appropriate pre-entry recruitment, selection, and admissions activities (including open days and partner or employee visits) to promote the School and Centre and gain a better understanding of student and employee needs and expectations.
16. Participate in university internal and external events as deemed appropriate to the duties.
17. Undertake personal and professional development to enhance subject expertise and contribute to the University's reputation for academic and professional excellence.
18. Ensure a safe working environment and abiding by University health and safety policies and practices, and observe the University's Equal Opportunities and Dignity at Work policy at all times.
19. Ensure and maintain integrity and confidentiality of data, complying with data protection requirements in line with statutory and corporate regulations.
20. Demonstrate awareness of environmental and sustainability issues and a commitment to the University's related strategy in the performance and 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 may be subject to Disclosure and Barring Clearance.

Person Specification

Position: Trainer/Lecturer – Centre for Advanced Manufacturing School: School of Engineering and Built Environment		Reference: ENG-245/A	
Criteria		Priority (1/2)	Method of Assessment
1 Qualifications			
1 a)	Good Honours Degree/or equivalent in a relevant discipline or willingness to obtain within three years.	Priority 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	Priority 1	Application Form / Documentation
1 c)	Higher degree or substantial relevant experience within specialist area (Advanced Manufacturing/Advanced Materials).	Priority 1	Application Form / Documentation
1 d)	PhD in relevant subject area or willingness to obtain	Priority 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.	Priority 1	Application Form / Interview
2 b)	Extensive professional experience within the relevant field	Priority 1	Application Form / Interview
2 c)	Able to successfully forge and develop interdisciplinary, national and international collaborations for the benefit of the University.	Priority 1	Application Form / Interview
2 d)	Able to write, prepare and develop hand-outs and other learning support materials using appropriate media	Priority 1	Application Form / Interview
2 e)	Credible teaching and assessment skills and/or confidence to develop these with support	Priority 1	Application Form / Interview / Assessment
2 f)	Ability to help student groups develop professional skills	Priority 1	Application Form / Interview / Assessment
2 g)	Skilled at determining priorities and managing deadlines	Priority 1	Application Form / Interview
2 h)	Able to liaise with colleagues and other stakeholders and to contribute to staff development	Priority 1	Application Form / Interview
2 i)	Ability to translate knowledge of advancements in subject area into teaching and assessment methods and materials	Priority 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	Priority 1	Application Form / Interview
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School: School of Engineering and Built Environment		Priority	
2 k)	Ability to network effectively with local / national employers / organisations and able to develop successful partnership arrangements with network of industrial / educational providers.	Priority 1	Application Form / Interview
3	Experience		
3 a)	Proven extensive practice in an industry leading employer relevant to specialist field	Priority 1	Application Form / Interview
3 b)	Experience of operating successfully within a team environment	Priority 1	Application Form / Interview
3 c)	Experience of supervising/supporting students as appropriate to the role	Priority 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.	Priority 2	Application Form / Interview
3 e)	Competent in the application of Information Technology	Priority 1	Application Form / 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)	Adaptable and flexible to meet changing circumstances/priorities in the working environment	Priority 1	Interview
4 d)	Able to work effectively individually and as part of a team	Priority 1	Interview
4 e)	Able to use initiative as and where appropriate	Priority 1	Interview
4 f)	Able to demonstrate sensitivity in dealing with colleagues/partners and stakeholders from different cultural backgrounds	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 the Data Protection Act / Freedom of Information Act, the Bribery Act, Prevent and UKVI	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 practices in order to meet the needs of the service.	Priority 1	Interview
5 f)	Able to travel nationally and internationally and remotely if required 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. *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