

Job Description

Position:	Senior Lecturer in Psychology (Counselling / Psychotherapy / Mental Health)
School:	Psychology
Reference:	PSY-047/A
Grade:	Grade 8
Status:	1 FTE or 0.5 FTE
Hours:	37 / 18.5
Reporting to:	Head of School/Dean of Faculty

Main Function of the Position:

To lead undergraduate and postgraduate modules and programmes in Psychology, supervise research projects and contribute in particular to the delivery of modules relating counselling, psychotherapy and / or mental health.

To contribute and lead, where appropriate, to commercial income generation activity, and undertake research and scholarly activity to contribute to the development of new areas in their relevant subject field.

To be responsible for leadership and delivery of teaching, assessment, curriculum development and associated research and enterprise initiatives.

Principal Duties and Responsibilities:

1. The management and direction of academic / research team(s), students and learning resources as assigned by the Head of School.
2. Responsibility for the design, delivery and on-going evaluation of relevant modules and programmes, ensuring the School's objectives and learning outcomes are relevant, met, and reflect relevant current knowledge and practice.
3. Develop and monitor appropriate assessments, that are innovative and creative and measure student performance and understanding, ensuring thus that learning outcomes have been met.
4. To provide effective management for academic leadership on psychology programmes and contribute to the process of enrolment, induction, student choice, module scheduling and provision of any relevant student information.
5. Challenge ideas, foster debate and encourage students to develop skills in critical discourse and rational thinking.
6. Use a variety of learning and teaching methods / materials (e.g., web-based and blended learning) to enhance the student experience.
7. Take responsibility for the pastoral care of students within a specified area, referring problems on where complex or serious.
8. Lead others and plan assessment deadlines and specific teaching arrangements to ensure student needs and expectations are met and that time and resources are used effectively.
9. Establish and maintain professional networks which support students work based learning
10. Undertake research or other agreed scholarly activity in order to contribute to the development of School Practise.

11. Manage the demands of teaching, administration, research and scholarly activity to ensure competing deadlines are met.
12. Design, review and adapt academic/programme content and guidance materials by interpreting student feedback pre-empting needs to enable input to the overall development of the programme and enhance and support student progression and experience.
13. Act as a link tutor, being responsible for the coordination between the School of Psychology and its off-campus partners that offer psychology programmes, monitoring quality, streamlining processes of academic collaboration and sharing good practices.
14. Identify and prepare proposals and applications to external bodies, as required, to secure research funding and generate additional income/opportunities for the University.
15. Write and publish results of high quality and innovative research within national and international literature and peer reviewed journals developing appropriate research methodologies to further scholarly activities.
16. Supervise the work of taught postgraduate and/or research students, as required, to support the development of student research skills.
17. Develop research objectives for own/and/or collaborative research in line with funding criteria. Act as a referee and contribute to peer assessment for appropriate journals as required.
18. Identify gaps in course content and programme structure with colleagues and devise creative solutions which meet the requirements of overarching teaching frameworks.
19. Proactively and effectively engage with quality assurance procedures, contributing to papers as appropriate, to ensure School/University standards are upheld.
20. Provide support, guidance and training to junior members of staff on the skills, processes, and activities relevant to the School. Provide feedback to colleagues via peer mentoring schemes to support development of self and others and ensure continuous improvement of the School's performance.
21. Contribute to 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.
22. Interact on a professional level with relevant internal and external professional bodies to ensure currency of knowledge, relevancy and accreditations.
23. 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.
24. Ensure and maintain integrity and confidentiality of data and associated data protection requirements in line with statutory and corporate requirements
25. 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: Senior Lecturer – Psychology		Reference: PSY-047/A	
School: Psychology		Priority (1/2)	Method of Assessment
Criteria			
1 Qualifications			
1 a)	Honours degree (and / or MSc) in a relevant subject area	Priority 1	Application Form / Documentation
1 b)	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	Application Form / Documentation
1 c)	PhD / Professional Doctorate or equivalent level qualification	Priority 1	Application Form / Documentation
1 d)	Chartered membership with the BPS, or eligibility for chartered membership.	Priority 2	Application Form / Documentation
1 e)	Professional accreditation or eligibility for accreditation with a recognised professional body for counselling or psychotherapy (e.g., HCPC registration, or BACP, BABCP, UCKP)	Priority 2	Application Form / Documentation
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	Application Form / Interview
2 b)	Ability and experience in operating systems and processes to enhance quality and teaching and learning excellence	Priority 1	Application Form / Interview
2 c)	Able to successfully and effectively lead and manage academic/research programmes and teams	Priority 1	Application Form / Interview
2 d)	Proven academic development, teaching and assessment skills	Priority 1	Application Form / Interview / Assessment
2 e)	Proven ability and commitment to undertake appropriate subject specific research and/or enterprise activity	Priority 1	Application Form / Interview
2 f)	Competent in the application of IT systems and capable of utilising IT with respect to the requirements of the role	Priority 1	Application Form / Interview
2 g)	Able to liaise with colleagues and other stakeholders and to contribute to staff development	Priority 1	Application Form / Interview
2 i)	Aware of current academic/professional developments in research, teaching and learning excellence	Priority 1	Application Form / Interview
2 j)	Knowledge and understanding of academic organisation and its processes as well as academic/research management and delivery	Priority 1	Application Form / Interview
2 k)	Able to devise creative solutions that impact positively on teaching and learning	Priority 1	Application Form / Interview

2 l)	Excellent written and oral 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	Application Form / Interview / Assessment
2 m)	Extensive breadth and/or depth of specialist knowledge to work within established programmes and to write authoritatively in the area of psychology.	Priority 1	Application Form / Interview
2 n)	Familiarity with quality assurance, PSRB requirements and academic standards relevant to counselling and psychotherapy education	Priority 2	Application Form / Interview
3	Experience		
3 a)	Proven teaching and programme leadership experience including the design, delivery, assessment and validation of modules/courses	Priority 1	Application Form / Interview
3 b)	Relevant experience in the supervision of the work of undergraduate and/or postgraduate students and providing appropriate pastoral support	Priority 1	Application Form / Interview
3 c)	Experience in contributing and implementing quality assurance improvements	Priority 1	Application Form / Interview
3 d)	Experience of preparing proposals/applications to external bodies to secure funding	Priority 1	Application Form / Interview
3 e)	Experienced and able to publish quality research	Priority 1	Application Form / Interview
3 f)	Experience in developing and delivering successful learning and teaching improvements	Priority 1	Application Form / Interview
3 g)	Experience in developing successful partnership arrangements with industrial and education providers	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)	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 and be flexible in working practices	Priority 1	Interview
5 b)	Awareness of the principles and requirements of the Data Protection Act/ Freedom of Information Act, the Bribery Act and Health & Safety, Prevent UKVI	Priority 1	Interview
5 c)	Commitment to the University's policy on equal opportunities and diversity	Priority 1	Interview
5 d)	Able to travel nationally and internationally in order to meet the requirements of the service	Priority 1	Interview
5 e)	Ability to work remotely as appropriate	Priority 1	Interview

Note: Employees are expected to have access to suitable IT equipment and broadband internet access at home to work remotely if required

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.