



Job Description

General Details

Job title:	Lecturer in Policing and Criminal Investigation (Ref: CES13-01)
Faculty/School/Service:	Faculty of Computing, Engineering and Sciences
Normal Workbase:	Stoke Campus (Science Centre)
Tenure:	Fixed term until 31 July 2014
Hours/FTE:	Part-time (0.8 FTE)
Grade/Salary:	Grade 7, currently £31,331 - £36,298 per annum pro rata
Date Prepared:	September 2013

Job Purpose

To contribute to the development and delivery of academic provision in Policing and Criminal Investigation and related disciplines including associated academic operational responsibilities as required.

Relationships

Reporting to:	Head of School of Sciences
Responsible for:	Not applicable

Main Activities

- § To teach and assess, as part of a teaching team, in the areas of knowledge appropriate to the aims of the provision within the Faculty of Computing Engineering and Sciences and where appropriate, across other Faculties of the University.
- § To contribute to the development of specialist teaching and learning provision in Policing and Criminal Investigation and associated disciplines.
- § To devise and deliver modules and to ensure that learning materials and methods of delivery meet defined learning objectives.
- § To undertake operational responsibilities associated with the delivery of academic provision, including the leadership of modules, as directed by the relevant academic manager.
- § To enhance the quality of teaching provision and programme development, drawing on leading practices from the HE and other sectors, and building e-learning into the delivery of teaching to students as appropriate.
- § To participate with other staff in the development of teaching, learning and assessment strategies.
- § To contribute to student support in administrative and pastoral roles, including availability to advise students on resits and to provide post-results counselling during the summer period
- § To represent both the award and the Faculty in student recruitment activities, including participation in clearing activities during the summer period and in Open Days throughout the year.
- § To contribute to the subject's activities and reputation both internally and externally
- § To exercise a high standard of research and scholarship both personally and as a member of a team, working with colleagues to develop an inclusive, team-orientated approach to research activities.
- § To enhance the Faculty's ability to engage with industrial and external partner contacts through effective

networking to build relationships for future activities.

- § To pursue enterprise and research activities which enhance the external revenue of the Faculty and to deliver various forms of consultancy and other services as determined by the relevant academic manager.
- § To maintain and develop areas of expertise under the general guidance and oversight of the relevant academic manager.
- § To undertake appropriate staff development activities as required.
- § To undertake other such responsibilities as may reasonably be required by the relevant academic manager and/or Dean of Faculty.

Specific Responsibilities of the Post

- § To teach modules across our provision in Policing and Criminal Investigation.
- § To develop ideas for, and engage in, supervision of independent projects in Policing and Criminal Investigation.
- § To engage in research, CPD/WBL and consultancy activities in the field of Policing and Criminal Investigation.

Special Conditions

Flexible Working

There will be a need for the post holder to work occasional week-ends to cover activities such as recruitment events and CPD activities.

There may be a need for flexible working practices by the role-holder to support different forms of delivery (such as distance and accelerated learning) which could necessitate teaching outside the two designated semester periods and/or during evenings.

External Activities

External activities which enhance the work of the post holder are encouraged within the overall provisions of the exclusivity of the service arrangements to which the post holder is subject. Additionally, the Institution encourages employees to take a cross University role e.g. through membership of Committees and Working Parties.

Professional Development

The University is keen to support staff in achieving high standards of teaching in order to facilitate effective student learning. All newly appointed full-time and fractional contracted members of academic staff who have less than three years teaching experience and do not have an equivalent qualification, are required to undertake and complete the Post Graduate Certificate in Higher and Professional Education (PgCHPE) as a condition of their employment with Staffordshire University. Positive engagement in CPD in order to attain a high standard of teaching will be one of the factors considered at annual appraisals and when promotions are being made. Active involvement in the Post Graduate Certificate in Higher and Professional Education would be one source of evidence.

If, because of your previous teaching experience and/or an equivalence in terms of a teaching qualification you are not required to complete the PgCHPE, you would still be required to gain Fellowship of the HEA if you have not already done so. An internal 'Routes to Fellowship' scheme, which consists of a portfolio and reflective discussion, is available to enable staff to work towards the relevant level of HE Academy Fellowship.

Research and Scholarly Activity

The duties of lecturing posts include participation in appropriate research and scholarly activity indicated in the Research Policy of the University. The extent of involvement in research and scholarly activity may vary with the balance between teaching, administration and research appropriate to particular posts. This will be determined by your Dean of Faculty in consultation with you, and will be reviewed regularly through the staff appraisal system. While it is in the nature of research and scholarly activity that it will often take place throughout the year and be integrated into the overall pattern of activities, it is envisaged that the periods of the year outside normal teaching weeks and the holiday entitlement will primarily be devoted to research and scholarly activity.

Variation to Job Description

Staffordshire University reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

Conditions of Service

The post is subject to such terms and conditions of employment as negotiated between the Board of Governors of the University and the recognised trade unions, and/or the employees of the University. In negotiating such terms and conditions the Board of Governors will consider any appropriate advice received from the Universities and Colleges Employers Association (UCEA).

Informal Discussion

Should you wish to discuss this vacancy informally before making an application please contact:

Professor Andrew Jackson, Subject Leader for Forensic and Crime Science

Tel: 01782 294579 or E-mail: A.r.jackson@staffs.ac.uk

Application Procedure

We encourage you to apply on-line at our website <http://jobs.staffs.ac.uk> as the system is user friendly and simple to complete.

Please note that the University will not consider a Curriculum Vitae attached in support of your application and will not use this document in the shortlisting process. Consequently, we would ask all applicants to ensure that they have provided comprehensive information under each criteria in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section.

The closing date is midnight on Sunday 20 October 2013.

For information, interviews will be held on the afternoon of Friday 25 October 2013.