

## Job Description

General Details	
Job title:	Lecturer / Senior Lecturer in Transport Engineering (CAE18/01RA)
School/Department	School of Creative Arts and Engineering
Normal Workbase:	Stoke Campus
Tenure:	Permanent
Hours/FTE:	1.0 FTE
Grade/Salary:	Grade 7 / 8
Date Prepared:	November 2018

Job Purpose
<ul style="list-style-type: none"> <li>To play a key role in the development and delivery of academic provision to undergraduate and postgraduate students, specifically in the area of aeronautical engineering (e.g.: flight systems, aircraft propulsion systems, avionics, UAVs, etc) and engineering management; and with an emphasis on the development of e-learning strategies for an increasingly diverse range of learners.</li> <li>To support both directly and indirectly the delivery of enterprise-funded programmes of the Department of Design &amp; Engineering through contribution to the development and delivery of academic provision in aviation, engineering and professional studies specifically for RAF (and other Armed Forces) Work-based learning (WBL) students.</li> <li>To provide depth of expertise and develop the curriculum in these areas.</li> <li>To participate in research, knowledge exchange and public engagement to enhance the reputation of the University.</li> <li>To develop research and enterprise activities in related areas.</li> <li>To undertake operational management responsibilities as allocated by the Head of Department.</li> <li>To contribute to University and/or School initiatives and developments in line with strategic business development plans.</li> </ul>

Relationships
Reporting to: Head of Department

Main Activities
<p><b>The Main Activities of the Post are:</b></p> <ul style="list-style-type: none"> <li>To teach and assess students in the area of aeronautical engineering and aviation systems as part of a Teaching Team within the Department of Design and Engineering and where appropriate, across other Schools of the University.</li> <li>To be responsible for the design, delivery, and leadership of modules at all levels including short courses in the area of aeronautical engineering and aviation systems and in different formats (e.g.: blended, distance, and e-learning), ensuring that the learning materials and methods of delivery meet defined learning objectives.</li> </ul>

- To undertake the management of the students on courses in the area of aeronautical engineering and aviation systems, undertaking administrative responsibilities as Course Leader, as required, and making an important contribution to the development and accreditation of on-campus, on-line, and distance learning courses and quality control processes as necessary (**Specific to the Senior Lecturer role**).
- To be responsible for award leadership of RAF WBL engineering and aircrew awards; to set the strategic agenda for the award in the context of the School's objectives and the University Plan; to conduct appraisals in the subject team as directed by the Head of Department, to set workloads and to allocate team responsibilities for the awards (**Specific to the Senior Lecturer role**).
- Working with, and leading colleagues as appropriate, in order to ensure the smooth running of awards in aeronautical engineering and aviation systems and related disciplines, and the achievement of School and University deadlines.
- To participate with other staff in the development of specialist teaching and learning provision in applied aspects of aviation for RAF aircrew, engineering for RAF technicians and associated disciplines.
- To act as a mentor to colleagues and to support the development of less experienced colleagues as appropriate (**Specific to the Senior Lecturer role**).
- To enhance the quality of teaching provision and course development, drawing on leading practices from HE and other sectors, and building e-learning into the delivery of teaching to students as appropriate.
- 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 academic year and the summer period.
- To attend and contribute to Department and School meetings, project teams and working groups in line with strategic initiatives as required.
- 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 School'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 School and to deliver various forms of consultancy and other services as determined by the Head of Department.
- To maintain and develop areas of expertise under the general guidance and oversight of the Head of Department.
- To undertake appropriate staff development activities as required (and work towards CEng professional registration if not already gained) and undertake appropriate mandatory training as identified or required (see Professional Development Section).
- To undertake other such responsibilities as may reasonably be required by the Head of Department and/or Dean of School.
- To lead academic awards in relevant areas of our provision as directed by the Head of Department (**Specific to the Senior Lecturer role**).
- To lead as appropriate the review, development and quality enhancement of current or new awards as needed (**Specific to the Senior Lecturer role**).
- To take on responsibilities (leading small projects where appropriate), in relation to University led and/or School strategic initiatives for student employability, recruitment (including participation in "clearing" activities during the summer period and in Open Days throughout the year) and retention; partnership development; development of flexible, on-line and work-based learning provision; and development of widening participation activities.

### Specific Responsibilities of the Post

- To contribute to (and lead as required) the development of new modules, **awards (Specific to the Senior Lecturer role)** and developments, with a particular emphasis on online, distance and blended learning.
- To design appropriate teaching, learning and assessment activities; online, distance and blended learning materials; and coordinate the input of colleagues as necessary.
- To engage in scholarship, research and publication in order to enhance the reputation of the University and underpin learning and teaching with advanced scholarly activity.
- To ensure the smooth running of awards and modules and delivering the appropriate modules so that students are supported in achieving their associated learning outcomes.
- To contribute to, and lead as required, activities for the induction of new students – including non-standard learners on distance, online and open learning programmes - so that they quickly feel as comfortable and settled as possible in their new lives as university students.
- To provide pastoral support for students - in both face to face and online learning situations - giving academic guidance and referring them to the appropriate support services.
- To ensure that equivalent student support, library and welfare services are available to both on-campus and online/distance learning students.
- To ensure that any part-time staff involved in delivering and assessing the modules are well-briefed and that there is parity of assessment standards across the awards (**Specific to the Senior Lecturer role**).
- To contribute to the School's recruitment, widening participation and employability activities, both within and outside the university.
- To contribute to community engagement, knowledge creation, knowledge transfer, income generation and the enhancement of professional practice within the University and externally.

### Special Conditions

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

There will be a need for flexible working practices by the role-holder to support different forms of delivery such as distance and accelerated learning.

There may be a need to occasionally participate in teaching and assessment activities during the evening.

There may be opportunities to participate in overseas teaching and assessment from time to time.

#### 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 normally expected 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 Head of Department 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:

Cedric Belloc, Head of Department – Design and Engineering  
Email: [cedric.belloc@staffs.ac.uk](mailto:cedric.belloc@staffs.ac.uk), Tel: 01785 353 451

#### **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.