

Job Description

| | |
|------------------------|---|
| Job title | Senior Lecturer in Film Production (CDT18/1617) |
| School | Computing and Digital Technologies |
| Normal Workbase | Stoke Campus |
| Tenure | Permanent |
| Grade/Salary | Grade 8 |
| FTE | Full Time, 1.0fte |

Job Purpose

- To play a key role in the development and delivery of academic provision to undergraduate and postgraduate students, specifically in the area of Film Production and related disciplines.
- To undertake operational management responsibilities as allocated by the Head of Department.
- To contribute to University led and/or School initiatives and developments in line with strategic business development plans.
- To participate in research, knowledge exchange and public engagement to enhance the reputation of the University.

Relationships

Reporting to: Head of Department: Film, Media and Journalism

Main Activities

- To teach and assess students in the areas of knowledge appropriate to the aims of the provisions within the School and where appropriate, across other Schools of the University.
- To be responsible for the development, design, delivery and leadership of modules at various levels, including assessments methods, ensuring that the learning materials and methods of delivery meet defined learning objectives.
- To support Head of Department in the effective day to day operation of the allocated academic area.
- To be responsible for award leadership within their own area of academic/subject expertise; 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 award.

- To undertake operational management and/or academic leadership responsibilities such as leading the development and management of one or more awards and the management of the students on the award(s); undertaking administrative responsibilities as allocated (e.g. level tutor); making an important contribution to the accreditation of courses and quality control processes; playing a key role in validations, liaising with accreditation bodies as necessary.
- Working with, and leading colleagues as appropriate, in order to ensure the smooth running of the scheme or award(s) and modules and the achievement of School and University deadlines.
- To make an important contribution to curriculum development and new award development, leading where required
- To take on responsibilities (leading small projects where appropriate), in relation to University led and/or School strategic initiatives including areas such as commercial income generation activity; student recruitment and retention; partnership development; development of flexible and workbased learning provision; development of widening participation activities.
- To participate with other staff in the development of teaching, learning and assessment strategies, taking a lead role when required.
- To play a key role in representing both the award(s) and the School in student recruitment and retention activities including participation in Clearing activities and in Open Days throughout the year.
- To exercise a high standard of advanced scholarship activity both personally and as a member of a team, working with colleagues to develop an inclusive, team-oriented approach to such activities.
- To be responsible for the pastoral care of students within specified area.
- To undertake appropriate professional development and mandatory training as identified or required (See Professional Development section)
- To act as a mentor to colleagues and to support the development of less experienced colleagues as appropriate.
- 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 maintain and develop areas of expertise in appropriate ways under the general guidance and oversight of the Head of Department.
- To contribute to the subject's activities and reputation both internally and externally.
- To participate in University activities as required through membership of committees, working groups etc., as required.
- To enhance the School's ability to engage with industrial and external partner contacts through external networks to build relationships for future activities.
- To pursue, enterprise and research activities, playing a lead role where required, which enhance the external income of the School and to deliver various forms of consultancy and other services as determined by the relevant academic manager. This may involve budget management responsibility.
- To support and participate in the development of a strong research profile for the discipline through personal research or support for research active individuals.
- To undertake both general Health & Safety responsibilities in accordance with the University's Health & Safety Policy and in addition, to provide such supervision as is necessary to ensure the

health and safety of both Postgraduate and Undergraduate students.

- To undertake any other duties and responsibilities as may reasonably be required from time to time by the Head of Department or Dean of School.

The above represents the range of generic activities, which could typically be expected of a Senior Lecturer in the University, which is neither prescriptive nor exhaustive. Each individual post will have a particular emphasis with specific allocated responsibilities although these may of course change and develop according to the varying needs of the School and subject area and also, the developing experience and skills of the individual.

Special Conditions

The postholder will be required to travel and represent the University in the UK and Overseas as required

There will be a need for the postholder to work occasional weekends to cover marketing 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. In addition, the role holder may be required to undertake their role off site, which may include overnight stays in either the UK or abroad.

External Activities

External activities for example membership of professional bodies, external examiner roles and journal editorial work 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 expects 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 pedagogy 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 the equivalent qualification from another University, are required to undertake and complete the most appropriate route from either the Academic Professional Apprenticeship (APA), Post Graduate Certificate in Higher and Professional Education (PgCHPE) or Post Graduate Diploma in Professional Education in Healthcare (PgDPEH). This must be commenced within 24 months of appointment as a condition of their employment with Staffordshire University. If you are shortlisted, the chair of the interview panel will explain this further.

All members of academic staff will be expected to achieve Fellowship of the HEA within an agreed timescale after commencement.

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 School 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.

Where new staff can demonstrate a strong research background and a profile, which indicates potential to achieve research excellence consideration will be given to allocation of appropriate protected research time during the normal workload allocation cycle.

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.

Informal Discussion

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

Luke Scott; Head of Department – Film, Media and Journalism: Email: luke.scott@staffs.ac.uk, Tel: 01785 35 3298

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).

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.

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.