

## Job Description

<b>Job title</b>	Lecturer/Senior Lecturer in Policing (LPF19-05RA)
<b>School</b>	Law, Policing and Forensics
<b>Normal Workbase</b>	Stoke Campus/Home-working/Remote Working (to be agreed on appointment)
<b>Tenure</b>	Permanent
<b>Grade/Salary</b>	Grade 7/8 (dependent on experience)
<b>Hours</b>	Up to 37 hours per week (1.0fte) (to be agreed on appointment)

### Job Purpose

As a Lecturer:

- To contribute to the development and delivery of policing degree apprenticeships and related academic provision in the Institute of Policing / School of LPF.
- To undertake associated academic responsibilities as required ensuring an excellent student experience.
- To support the strategic development of the Institute of Policing, participating in knowledge exchange and public engagement to enhance the reputation of the university

As a Senior Lecturer:

- To play a key role in the development and delivery of academic provision to undergraduate and postgraduate students, specifically in the area of (*academic discipline*) 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/Director of Institute of Policing

### Main Activities

- To provide teaching, learning support and undertake assessment, as part of a team, to ensure high quality flexible delivery of the portfolio of policing awards delivered through the Institute of Policing.
- To contribute to the development of specialist on-line, flexible and digitally enabled teaching and learning materials, including short courses, in policing and associated disciplines.

- To devise and deliver modules as determined by the relevant academic manager and to ensure that learning materials and methods of delivery meet defined learning objectives.
- To undertake operational responsibilities associated with the delivery of academic awards, including the leadership of modules/small awards, as directed by the relevant academic manager.
- To promote and continually enhance the quality of teaching provision and programme development, drawing on leading practices from the HE and other sectors, with a strong focus on promoting innovation in digitally- enabled learning.
- To participate with other staff in the development of teaching, learning and assessment strategies.
- To contribute to student support in administrative and pastoral roles.
- To represent both the award and the School in activities which promote effective student recruitment, retention and graduate employability.
- To attend and contribute to 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 advanced scholarship activity both personally and as a member of a team, working with colleagues to develop an inclusive, team-orientated approach to such 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 maintain and develop areas of expertise under the general guidance and oversight of the Head of Department and Director of Institute of Policing
- 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 appropriate professional development and mandatory training activities as identified or required (See Professional Development section).
- To undertake other such responsibilities as may reasonably be required by the Head of Department / Director of Institute and/or Dean of School.

The above represents the range of generic activities, which could typically be expected of a Lecturer in the University, which is neither prescriptive nor exhaustive. Each individual post will have a particular emphasis with specific allocated responsibilities, according to the grade.

### **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.

### Informal Discussion

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

Dr Graham Williams, Head of Department, [graham.williams@staffs.ac.uk](mailto:graham.williams@staffs.ac.uk)

Dr John Wheeler, Associate Dean [j.w.wheeler@staffs.ac.uk](mailto:j.w.wheeler@staffs.ac.uk) 01782 294690

### **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).

### **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.