

Job Description



Job title	Lecturer or Senior Lecturer in Mechanical Engineering
School	Design, Technologies and Arts
Normal Workbase	Stoke
Tenure	Permanent
Grade/Salary	Grade 7/8 (dependent on experience)
FTE	1.0 FTE

Job Purpose

- To support the development and delivery of the academic provision to undergraduate and postgraduate students in the area of mechanical and manufacturing engineering.
- To support the development and delivery of the Department's degree apprenticeships in engineering by working with employers and learners in the workplace.
- To develop and implement blended learning strategies suitable for a diverse range of learners, ensuring an excellent student experience.
- To contribute to monitoring of apprentices in the workplace and the development of knowledge, skills and behaviours as required by the apprenticeship standards.
- To support apprentices through the End Point Assessment ensuring timely completion.
- To undertake teaching and teaching-related activities as determined by the Course Leaders/Head of Department of Design and Engineering.
- To participate in research, knowledge exchange, public engagement and/or scholarly activity for personal development and to enhance the reputation of the University.
- To contribute to University and/or School initiatives in line with strategic business plan.

Relationships

Reporting to: Head of Department

Main Activities

- To teach and assess, as part of a teaching team, in the areas of mechanical engineering appropriate to the School provision, and where appropriate, across other Schools of the University.
- To contribute to the development of specialist teaching and learning provision, including short courses, in Mechanical Engineering and associated disciplines.
- To devise and deliver modules as determined by the Course Leader/Head of Department and to ensure that learning materials and methods of delivery meet defined learning objectives.
- 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 work with employers in supporting apprentices in the workplace in the development of knowledge, skills and behaviours in line with apprenticeship standards.
- To ensure Professional Engineering Institution accreditation is managed and maintained.
- To contribute to student support in administrative and pastoral roles, including advice to students on resits and to provide post-results counselling.
- To represent both the Mechanical Engineering courses and the School in student recruitment activities, including participation in Clearing activities and in Open Days throughout the year.
- To attend and contribute to School meetings, project teams and working groups in line with strategic initiatives as required
- To contribute to the Mechanical Engineering 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 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 in collaboration with the Associate Dean Research and Enterprise.
- To support and participate in the development of a strong research profile (where appropriate) for the discipline through personal research or support for research active individuals.
- To maintain and develop areas of expertise within Mechanical Engineering under the general guidance and oversight of the Head of Department.
- 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 all students.

- To undertake appropriate professional development and mandatory training activities as identified or required (See Professional Development section).
- The role holder is required to minimise environmental impact in the performance of their role and to actively contribute to the delivery of the University's Environmental Sustainability Policy
- To undertake other such responsibilities as may reasonably be required by the Head of Department and/or Dean of School.

Specific responsibilities of a Lecturer:

- To undertake operational responsibilities associated with the delivery of academic provision, including the leadership of modules/small courses, as directed by the Head of Department.
- To contribute to the development of all aspects of research in Mechanical Engineering.
- To supervise undergraduate projects and taught/research postgraduate projects.
- To contribute to the development of new modules, Mechanical Engineering awards and developments, with an emphasis on online, distance and blended learning.
- To contribute to activities for the induction of new students – including non-standard learners on undergraduate, postgraduate, distance, work-based learning courses - so that they quickly feel as comfortable and settled as possible in their new lives as University students.
- To contribute to the School's recruitment, widening participation and employability activities in relation to Mechanical Engineering and associated disciplines, 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.

The above represents the range of activities, which could typically be expected of an academic member of staff in the University, which is neither prescriptive nor exhaustive.

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 either in 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.

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.