

Job Description

General Details

Job title: Lecturer in Journalism and Public Relations

School/Service: DTA

Normal Workbase: Stoke

Tenure: Permanent

Hours/FTE: 0.4

Grade/Salary: 7

Date Prepared: 15.03.21

Job Purpose

- To support the development and delivery of the academic provision to undergraduate and postgraduate students, as required, ensuring an excellent student experience
- To undertake teaching and teaching-related activities as determined by the Course Leader/Head of Department
- To participate in research, knowledge exchange, public engagement and/or scholarly activity for personal development and to enhance the reputation of the University
- To lead/contribute to University and/or School initiatives in line with strategic business plan

Relationships

Reporting to: Course Director (TBA) with a dotted line to Head of Department

Responsible for: n/a

Main Activities

- To teach and assess, as part of a teaching team, in the areas of knowledge 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 the subject specialism and associated disciplines.
- To devise and deliver modules as determined by the Course Leader/Course Director/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 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 course 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 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 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 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 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).
- To undertake other such responsibilities as may reasonably be required by the Head of Department and/or Dean of School.
- 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.

Special Conditions

The post is subject to the individual maintaining registration with the relevant professional body and to compliance with appropriate codes of professional practice.

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.

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: Ian Whittell
ian.whittell@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.

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.