

Role Descriptor

Role Title:	HEPS86-26 - Lecturer/Senior Lecturer Policing and Criminal Investigation
School/Service:	HEPS
Normal Workbase:	Your normal place of work is the Stoke campus, but you will be required to work or be based at any premises the University occupies or any other reasonable location where the University is undertaking its business.
Grade:	Grade 7/8
Role Family:	Academic
Reporting To:	Course Director
Responsible For:	None

Summary of the Role

- 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/Course Director/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

For Senior Lecturer:

- Take a leading role in the above activities, supporting the Course Director/Head of Department with operational management responsibilities, as required.

Key Accountabilities

- 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 Director 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 ensure high quality learning experiences in line with the University's approach
- 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 Outreach, 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 Course Director/Head of Department
- To undertake appropriate professional development and mandatory training activities as identified or required.
- To undertake other such responsibilities as may reasonably be required by the Course Director, 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 Course Director.
- To act as academic link tutor with partner college for foundation year programmes.

Senior Lecturer:

- To be responsible for the development, design, delivery and leadership of modules at various levels, including assessment methods, ensuring that the learning materials and methods of delivery meet defined learning objectives.
- To be responsible for course leadership within own area of academic/subject expertise and to set the strategic agenda for the award in the context of the School's objectives and the University strategic plan
- To undertake operational management and/or academic leadership responsibilities such as leading the development and management of one or more courses and the management of the students on the course(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.

- To make an important contribution to curriculum development and new course 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 work-based learning provision; development of widening participation activities.
- To support the Course Director/ Head of Department in the effective day-to-day operation of the allocated academic area.
- To act as a mentor to colleagues and to support the development of less experienced colleagues as appropriate.
- Provide academic leadership in Policing and Criminal Investigation, delivering innovative, profession-informed teaching across relevant subject areas.

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 flexible working practices by the postholder to support different forms of delivery such as distance and accelerated learning. In addition, the postholder 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 Department expects employees to take a cross-university role e.g., through membership of Committees and Working Parties.

Professional Development

The University will support and encourage the postholder to engage in continuous professional development activities through the YOURCareer@Staffs framework. This framework supports postholders to identify appropriate development opportunities. Continuing Professional Development (CPD) activity will be recognised by a bi-annual Performance and Development Review (PDR) discussion.

The University is keen to support academic 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 two 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 commence within 24 months of appointment as a condition of their employment with University of Staffordshire. 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 research and scholarly activity 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.

Role Dimensions

Qualifications

To be successful in this role you will need to hold the following qualification requirements:

- Possession of a PhD or equivalent professional standing in a Policing, Criminology or relevant associated subject area

Experience and Knowledge Requirements

To be successful in this role you will need to demonstrate:

- Previous experience of teaching and developing learning material
- Experience of providing pastoral and academic support to students
- Recent experience in the supervision of research projects within areas of specialism is desirable
- A demonstrable record of engagement in research and innovation and/or advanced scholarly activity and knowledge exchange in subject specialism is desirable
- An understanding of the key issues and challenges in the HE environment is desirable
- A creative, innovative and flexible approach to facilitating learning, with commitment to ensuring an excellent student experience

Senior Lecturer in Addition:

- Experience and knowledge of course management and implementing quality assurance and enhancement processes across awards
- Significant experience of leading the development, design, delivery and assessment of modules and courses at various levels
- Previous experience of teaching in HE and developing specialist teaching materials, with membership of the HE Academy or other equivalent teaching qualification
- An understanding of the key issues and challenges in the HE environment with an ability to articulate a vision for the future development within area of specialism
- Recent experience in the supervision of research projects within areas of specialism

University Responsibilities

The weekly hours and days of work are outlined in the contract of employment. However, the nature of university business may require the post-holder to occasionally work outside core hours at evenings and weekends to ensure continued delivery of an excellent student and customer experience.

All staff are responsible for looking after their own health, safety and wellbeing and that of others who may be affected by their acts or omissions.

All staff are 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.

Variation to Role Profile

The role descriptor summarises the main duties and accountabilities of the post and is not comprehensive: the post-holder may be required to undertake other duties of similar level and responsibility. The University reserves the right to vary the duties and responsibilities set out within this role descriptor.