

### Role Profile

<b>Job title:</b>	Principal Lecturer in Science and Environment
<b>Grade:</b>	9
<b>Responsible to:</b>	Head of Teaching, Learning and Student Experience
<b>Responsible for:</b>	Academic staff as determined by the Institute Director
<b>Location:</b>	Carlisle
<b>Job purpose:</b>	<p>To manage the design and development, staffing, delivery and quality assurance of a range of programmes of study (sometimes entirely new course) at various levels.</p> <p>To ensure the implementation of teaching and learning, widening participation and other strategies in order to ensure the provision of high quality learning opportunities and the best possible student experience.</p> <p>To develop external links eg to foster collaboration and in pursuit of academic research and enterprise activity.</p> <p>To engage with professional and pedagogical research and scholarship as required to support teaching activities and to extend, transform and apply knowledge acquired from scholarship to teaching and research.</p> <p>To line management staff in the Institute of Science and Environment</p>
<b>Main duties and key responsibilities:</b>	
<b>Teaching and learning support</b>	<ul style="list-style-type: none"> <li>• Lead the design and development of, and deliver a range of programmes of study (sometimes for entirely new courses) at various levels.</li> <li>• Review on a regular basis course content and materials, initiating updating when required.</li> <li>• Lead the development and application of innovative and appropriate teaching techniques and material, which create interest, understanding and enthusiasm amongst students.</li> <li>• Ensure that course design and delivery comply with the quality standards and regulations of the University and any relevant professional bodies.</li> </ul>
<b>Research, scholarship and enterprise</b>	<ul style="list-style-type: none"> <li>• Engage in pedagogic and practitioner research and other scholarly activities.</li> <li>• Contribute to the development of teaching and learning strategies.</li> <li>• Work in conjunction with others to apply subject knowledge to practice.</li> <li>• Create and foster collaborative partnerships to enhance research capacity and capability and also look to generate enterprise activity and income.</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Disseminate conceptual and complex ideas to a wide variety of audiences using appropriate media and methods to promote understanding.</li> </ul>
<b>Liaison and networking</b>	<ul style="list-style-type: none"> <li>• Lead and develop internal networks for example by chairing and participating in Institutional committees.</li> </ul>

	<ul style="list-style-type: none"> <li>• Act as an external examiner to other Institutions and provide professional advice.</li> <li>• Lead and develop external networks for example with external examiners and assessors.</li> <li>• Develop links with external contacts such as other educational bodies, employers, and professional bodies to foster collaboration.</li> </ul>
<b>Managing people</b>	<ul style="list-style-type: none"> <li>• Provide academic leadership to those working within programme areas by for example agreeing work plans/workloads to ensure that courses are delivered effectively or organising the work of a team by agreeing objectives and work plans.</li> <li>• Contribute to the development of teams and individuals (including as line manager as appropriate) through the appraisal system and providing advice on personal development.</li> <li>• Contribute to the development of academic staff in relation to the University's CPD Scheme, the associated U.K. Professional Standards and the requirement for all academic staff to develop a 3-year scholarship action plan</li> <li>• Act as a personal mentor to peers and colleagues.</li> <li>• Resolve problems affecting the quality of course delivery and student progress within own areas of responsibility, referring more serious matters to others, as appropriate.</li> </ul>
<b>Teamwork</b>	<ul style="list-style-type: none"> <li>• Lead and enhance performance of teams within areas of responsibility.</li> <li>• Ensure that teams work together effectively.</li> <li>• Act to resolve conflicts within and between teams.</li> <li>• Participate in peer review process.</li> </ul>
<b>Pastoral care</b>	<ul style="list-style-type: none"> <li>• Deal with referred issues for students within own educational programmes.</li> <li>• Provide first line support for colleagues, referring them to sources of further help if required.</li> </ul>
<b>Initiative, problem solving and decision making</b>	<ul style="list-style-type: none"> <li>• Resolve problems affecting the delivery of courses within own educational programmes and in accordance with regulations.</li> <li>• Make decisions regarding the operational aspects of own educational programmes.</li> <li>• Contribute to decisions, which have an impact on other related programmes.</li> <li>• Monitor student progress and retention.</li> <li>• Provide advice on strategic issues such as the balance of student recruitment, staff appointments and student and other performance matters.</li> <li>• Spot opportunities for strategic development of new courses or appropriate areas of activity and contribute to the development of such ideas.</li> </ul>
<b>Planning and managing resources</b>	<ul style="list-style-type: none"> <li>• Deliver own educational programmes.</li> <li>• Contribute to the overall management of the Institute as appropriate in areas such as resource management including, academic workload, business and programme planning.</li> <li>• Set standards and monitor progress against agreed criteria for own area of responsibility.</li> <li>• Contribute to Institute level strategic planning and to wider strategic planning processes in the institution.</li> <li>• May plan and deliver consultancy or similar programmes and ensure that resources are available.</li> <li>• Be responsible for quality, audit and other external assessments in own areas of responsibility.</li> </ul>
<b>Sensory, physical</b>	<ul style="list-style-type: none"> <li>• Balance the pressures of teaching and administrative demands and competing deadlines.</li> </ul>

<b>and emotional demands</b>	
<b>Work environment</b>	<ul style="list-style-type: none"> <li>Depending on area of work (e.g. laboratories, workshops, studios etc.) may be expected to take responsibility for conducting risk assessments and reducing hazards.</li> </ul>
<b>Expertise</b>	<ul style="list-style-type: none"> <li>Required to be externally recognised scholar or teacher.</li> <li>In-depth understanding of own specialism to enable the development of new knowledge and understanding within the field.</li> </ul>

### Other Information

It is a condition of employment that all academic staff are either already accredited by Advance HE as a Fellow against Descriptor 2 of the National Framework of professional standards for teaching and supporting learning or complete such accreditation within 3 (full-time) years of commencement.

Where relevant, an acceptable Disclosure via the Disclosure and Barring Service is required prior to confirmation of appointment offer (successful candidate only).

On occasions and in line with operational needs you will be required to:

- work different hours including at weekends/evenings;
- travel to other campuses and sites as necessary.

In addition to the main duties listed above, you will be required to perform other duties, which are assigned from time to time. However, such other duties will be reasonable and in relation to the grade.

It is the University's intention that this job description is seen as a guide to the major areas and duties for which the post holder is accountable. However, the business will change and your obligations will vary and develop. This job description should be seen as a guide and not as a permanent, definitive and exhaustive statement.

**PERSON SPECIFICATION**

<b>Criteria</b>	<b>Essential/ Desirable</b>	<b>To be identified by:</b>
<p><b>Qualifications</b> Higher Degree (or equivalent at least at Masters level) in a discipline relevant to the Institute's portfolio.</p> <p>Completed, undertaking or willing to undertake a PhD (or equivalent).</p> <p>Contractual requirements to undertake a course accredited by Advanced HE to meet standard two of the UK professional standards framework (UKPSF) for teaching and supporting learning (except where candidate have already successfully completed such a programme or has a minimum of three years full-time (or equivalent part-time) in Higher Education).</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Application Form</p> <p>Application Form</p> <p>Application Form</p>
<p><b>Experience &amp; Expertise</b> Track record of research and/or enterprise activity within appropriate subject discipline and a proven ability to apply these to underpin course delivery.</p> <p>Experience of successfully leading curriculum development and delivery.</p> <p>Experience of collaborative programme development and delivery with UK and/or international partners.</p> <p>Experience of the development and/or delivery of apprenticeship programmes</p> <p>Experience of development and/or delivering outreach and marketing activities</p> <p>Effective verbal, written and presentational skills and proven ability to communicate effectively with a range of audiences.</p> <p>Sufficient breadth and depth of specialist knowledge in a discipline relevant to the Institute to successfully deliver within established teaching programmes.</p> <p>Commitment to facilitating students' learning including an aptitude to utilise and adapt to a range of delivery techniques (e.g. through e learning) in order to enthuse and engage students.</p> <p>Commitment to continuous professional development.</p> <p>Experience of successfully managing, leading and developing individuals and teams.</p>	<p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Application Form/Interview</p> <p>Supporting Statement/Interview</p> <p>Supporting Statement/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Supporting Statement/Interview</p> <p>Supporting Statement/Interview</p> <p>Interview</p> <p>Supporting Statement/Interview</p>

Ability to delegate appropriately and ensure all staff are clear about the responsibilities that relate to their own role.	Essential	Supporting Statement/Interview
<b>Other</b> Commitment to the <a href="#">strategic plan and values</a> of the University especially in relation to equality of opportunity at work, a healthy and safe working environment and the expected behaviours of an effective leader.	Essential	Interview