

JOB DESCRIPTION

Post:	Senior Lecturer Zoology
Grade:	Grade 08
Location:	Carlisle, Fusehill Street
Responsible to:	Principal Lecturer, Science and Environment
Responsible for:	N/A (role has no staff reporting directly to it)

Job Purpose:

To work as part of a team developing and delivering high quality academic provision through implementation of teaching and learning, widening participation and other strategies in order to contribute to the provision of high quality learning and opportunities and the best possible student experience. To engage in scholarly activity, research and/or knowledge transfer activities.

Main Duties and Responsibilities

Your principal duties and responsibilities are outlined in the role profile for senior lecturers. The post holder will:

- deliver teaching and learning in the general subject area of zoology, contributing to undergraduate provision, including insect and invertebrate science, field skills and ecology
- contribute to other Programmes of study within the Institute portfolio as appropriate
- develop and deliver a range of teaching materials for study at various levels and contribute to the development of Programmes.
- apply innovative and appropriate teaching techniques and skills to promote student application and cognitive development.
- act as a module tutor and personal tutor to ensure the provision of high quality learning opportunities and the best possible student experience.
- act as programme leader, ensuring the smooth operation of the programme on a day to day basis and its ongoing development
- be involved in appropriate external activities including academic, marketing and recruitment, research and enterprise activity.
- engage in subject, professional and pedagogical research as required to support teaching activities and to extend, transform and apply knowledge acquired from scholarship and research to teaching as appropriate.
- be responsible for the management, implementation and compliance with Health and Safety regulations, standards and processes within your area of responsibility and control.

Institute of Science and Environment

The Institute of Science and Environment is one of five Institutes within the University. It is a busy and vibrant Institute which has strong links with a number of professional bodies and employers which is reflected in the high level of employment our students enjoy.

The Institute is split across two sites, Ambleside and Carlisle, to suit the academic portfolio and delivery needs of the programmes. The academic portfolio provides a range of

undergraduate programmes including Outdoor Leadership, Outdoor Education, Geography, Forestry and a range of Conservation programmes at our Ambleside Campus and Biomedical Science, Forensic Science, Chemistry, Environmental Science and Zoology at our Carlisle Campus. Additionally, we have a developing postgraduate taught provision and a growing postgraduate research community.

The University and Institute are committed to providing a supportive and collaborative working environment for all staff. There is a comprehensive programme of staff development for academic staff and all colleagues are encouraged to enhance and develop their careers.

Role Profile

Job title:	Senior Lecturer in Zoology
Grade:	8
Responsible to:	Principal Lecturer
Job purpose:	<p>To work as part of a team developing and delivering high quality academic provision, taking a lead role in certain areas as required (eg course leadership).</p> <p>To implement teaching and learning, widening participation and other strategies in order effect the provision of high quality learning and opportunities and the best possible student experience.</p> <p>To be involved in appropriate external activities including academic enterprise activity.</p> <p>To engage in subject, professional and pedagogy research as required to support teaching activities and to extend, transform and apply knowledge acquired from scholarship to teaching and research as appropriate</p>
Main Duties and Key Responsibilities:	
Teaching and learning support	<ul style="list-style-type: none"> • Design teaching material and deliver either across a range of modules or within a subject area • Lead student groups, either as a cohort leader, module leader or course leader, as required, including ensuring matters raised by students are appropriately dealt with • Use appropriate teaching, learning support and assessment methods • Develop and apply a varied range of appropriate teaching techniques and material where appropriate • Supervise student projects, field trips and, where appropriate, placements • Identify areas where current provision is in need of revision or improvement • Contribute to the planning, design, development and review of objectives and material • Set, mark and assess work and examinations and provide feedback to students • Undertake examination duties • Participate in course development and validation committees and procedures including lead role in document preparation where appropriate
Research and scholarship	<ul style="list-style-type: none"> • Engage in subject, professional and pedagogy research as required to support teaching activities • Conduct individual or collaborative research or scholarly projects • Identify sources of funding and contribute to the process of securing funds for own research or scholarly activities • Extend, transform and apply knowledge acquired from scholarship to teaching/research and appropriate external activities • Develop and produce learning materials and disseminate the results of scholarly activity <p>and/or</p> <ul style="list-style-type: none"> • Develop research objectives and proposals for own research or joint research

	<ul style="list-style-type: none"> • Write or contribute to publications or disseminate research findings using other appropriate media • Make presentations at conferences or exhibit work in other appropriate events
Communication	<ul style="list-style-type: none"> • Routinely communicate complex and conceptual ideas to those with limited knowledge and understanding as well as to peers using high level skills and a range of media • Ensure effective and appropriate communication with students on a range of issues • Produce reports as required by the Director of Studies / Programme Leader or by the Head of School
Liaison and networking	<ul style="list-style-type: none"> • Participate in and develop external networks, for example to contribute to student recruitment, secure student placements, facilitate outreach work, generate income, obtain consultancy projects, or build relationships for future activities • Liaison with external examiners if required • Liaise with professional bodies for personal and professional reasons
Managing people	<ul style="list-style-type: none"> • Mentor colleagues with less experience and advise on personal development • Depending on the area of work, could be expected to oversee and support the work of others e.g. as course leader, cohort leader or module leader • Co-ordinate the work of others to ensure modules are delivered to the standards required
Teamwork	<ul style="list-style-type: none"> • Act as a responsible team member, leading where agreed, and develop productive working relationships with other members of staff • Co-ordinate the work of colleagues to identify and respond to students' need • Participate in peer review process
Pastoral care	<ul style="list-style-type: none"> • Act as a module tutor or personal tutor • Be responsible for the pastoral care of students within a specified area
Initiative, problem solving and decision making	<ul style="list-style-type: none"> • Identify the need for developing the content or structure of modules with colleagues and make proposals on how this should be achieved • Develop ideas for generating income and promoting the subject • Develop ideas and find ways of disseminating and applying the result of scholarship • Sole responsibility for the design and delivery of own modules and assessment methods • Collaborate with colleagues on the implementation of assessment procedures • Advise others on strategic issues such as student recruitment and marketing • Contribute to the accreditation of courses and quality assurance processes • Tackle issues affecting the quality of delivery within scope of own level of responsibility, referring more serious matters to others, as appropriate
Planning and managing resources	<ul style="list-style-type: none"> • As module, cohort or course leader or tutor, co-ordinate with others (such as support staff or academic colleagues) to ensure student needs and expectations are met • Manage projects relating to own area of work and the organisation of external activities such as placements and field trips

	<ul style="list-style-type: none"> • Be responsible for administrative duties in areas such as admissions, time-tabling, examinations, assessment of progress and student attendance • Involvement in recruitment activity, publicity and international activity • May plan and manage own consultancy assignments • May participate in the evaluation, review and revision of courses on an annual basis (AER)
Sensory, physical and emotional demands	<ul style="list-style-type: none"> • Balance the pressures of teaching and administrative demands and competing deadlines
Work environment	<ul style="list-style-type: none"> • Depending on area of work and level of training received, may be expected to conduct, document and follow as appropriate risk assessment and take responsibility for the health and safety of others (e.g. students on field trips, during clinical practice)
Expertise	<ul style="list-style-type: none"> • Possess sufficient breadth or depth of specialist knowledge in the discipline to develop teaching programmes and the provision of learning support • Use a range of delivery techniques to enthuse and engage students

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 Enhanced 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.

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PERSON SPECIFICATION		
Post title: Senior Lecturer in Zoology	Department/Service: Institute of Science and Environment	
Criteria	Essential/ Desirable	To be identified by:
Qualifications		
Honours Degree (or equivalent) in a subject relevant to Zoology	Essential	Application Form
Higher Degree (or equivalent at least at Masters level) in a related area or undertaking one at present	Essential	Application Form
Completed or undertaking or willingness to undertake a PhD (or equivalent).	Essential	Application Form
Other qualifications Member of a relevant professional body such as the Royal Society of Biology	Desirable	Application Form
Experience & Expertise		
Successful experience of curriculum development and management within the discipline of Zoology.	Essential	Supporting statement/ Interview
Experience of teaching within the subject discipline area, preferably within an HE setting, and ability to recognise, apply and evaluate effective learning and teaching methods within the appropriate context, utilising technology wherever appropriate.	Essential	Supporting statement/ Interview
Experience of undertaking research and/or knowledge exchange activity within the subject discipline	Essential	Supporting statement/ Interview
Possess sufficient breadth or depth of specialist knowledge in the discipline to work within established teaching programmes and expand the portfolio of skills within the teaching team.	Essential	Supporting Statement/ Interview
Ability to effectively supervise a team of people to drive results and ensure effective change and continuous improvement at a programme level.	Essential	Supporting statement/ Interview
Commitment to engage in continuing professional development and in advanced scholarly activity in order to develop area of practice through critical engagement with relevant pedagogical theory.	Essential	Interview
Committed to facilitating students' learning.	Essential	Interview
Ability to care for the pastoral needs of students.	Essential	Supporting statement/ Interview

PERSON SPECIFICATION		
Effective oral and written communication skills including presentational skills.	Essential	Interview
Ability to work effectively as part of a team or self-directed.	Essential	Interview
Other Commitment to the strategic plan and values of the University especially in relation to equality of opportunity at work and a healthy and safe working environment.	Essential	Interview