**Vacancy ref:**

**<FACULTY/ SCHOOL>**

JOB DESCRIPTION

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| **Title:** | Lecturer |
| **Department:** |  |
| **Grade:** | Grade 7 |
| **Salary:** |  |
| **Hours:** |  |
| **Contract Length:** |  |
| **Reporting to:** |  |
| **Location:** | > although staff may be asked to work in any location within the University. Mobility between locations will be subject to the exigencies of the service. |
| **Introduction:** | The appointed person will be expected to make broad contributions to the academic work of the School of………. |

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| **Purpose of the role** |
| To deliver a range of high quality teaching materials and associated student assessment activities. Contribute to the planning, design and development of modules and programmes and curriculum changes. Establish an independent research portfolio within the parameters of the school/department research portfolio. Engage in relevant research, professional and knowledge exchange activities and have input into administrative duties. |
| **Teaching and Learning** |
| * Teach as a member of a teaching team within an established programme. * Identify learning needs of students and define appropriate learning objectives. * Ensure that content, methods of delivery and learning materials meet defined learning objectives. May act as module leader. * Producing teaching materials informed by current research and scholarship that motivate and inspire student learning. * Select appropriate assessment instruments and criteria. Assess the work and progress of students and provide timely and constructive feedback. * Supervise and provide support and guidance for student learning activities, such as study skills, work-based learning and research activities and, where appropriate, placements. * Provide academic support and guidance for students. May act as personal tutor to a group of students. * Contribute to module/programme development and curriculum review. |
| **Research and Scholarship** |
| * Continually update knowledge and understanding in field or specialism. * Translate knowledge of advances in the subject area into the course of study. * Develop research objectives and proposals for own and joint research. * Conduct individual and /or collaborative research projects. * Collaborate with colleagues to develop knowledge exchange activities establishing research and educational links with industry to influence public policy and the professions. |
| **Leadership and Management** |
| * Plan and manage own teaching. * Perform appropriate administrative tasks associated with teaching and scholarship activities. * Contribute to the accreditation of courses and quality assurance and enhancement processes. |
| **Citizenship** |
| * Contribute to a supportive working environment and develop productive working relationships with other team members. * Attend and contribute to staff meetings. * Contribute to wider school/university activities e.g. open days, student welcome, graduation and clearing events. * Build internal and external links to enhance own teaching and learning activity. * Participate in institutional widening participation and outreach activities. * Act as an ambassador for the University in all interactions with current and prospective students, staff, visitors to the University, external partners, media and general public. * Promote the University’s values of an inclusive and diverse community. |
| **Values and Regulations** |
| * Any other duties commensurate with the grade as deemed necessary by the Director of >. * A commitment to LJMU’s values and regulations and Equality and Diversity Policy. * Commitment to adhere to and promote the ethos of Respect Always as set out in the Respect Always Charter. * Liverpool John Moores University recognises and is aware of its Social, Economic and Environmental responsibilities; the post holder is required to minimise environmental impact in the performance of the role and actively contribute to the delivery of LJMU’s Environment and Sustainability Policy. * The post-holder’s mandatory Health and Safety responsibilities, which have been agreed by the University’s Strategic Management Team, are contained in Section 2 of the University’s Safety Management Code of Practice MCP1 Organisation for the Implementation of the Health and Safety Policy. * For some of your activity, from time to time, you may be required to contribute to externally funded projects such as research or EU projects. |

**PERSON SPECIFICATION**

The person specification describes the skills, experience, knowledge and aptitude required to perform the duties of this post effectively. The criteria order listed should not be taken to imply their relative importance. Both paid and unpaid experience may be relevant.

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| **Essential Factors** | **Evidence** |
| An honours degree. | *Application* |
| Postgraduate qualification or other equivalent qualification, or appropriate level of experience as appropriate to discipline. *Some areas may require PhD* | *Application* |
| Experience of teaching at undergraduate level or delivering professional training. | *Application and*  *interview* |
| Ability to teach at undergraduate and postgraduate levels in relevant lectures, tutorials and seminars and to supervise postgraduate students. | *Application,*  *interview and presentation* |
| Ability to contribute to the curriculum and take responsibility for the effective and efficient delivery of teaching programmes/modules. | *Application and*  *interview* |
| Evidence of engagement in quality research activity. | *Application and*  *interview* |
| Ability to undertake organisational and administrative tasks appropriate to working within Higher Education. | *Application and*  *interview* |
| Commitment to fostering a positive learning environment for students and of providing excellent pastoral and academic support to students. | *Application and*  *interview* |
| Ability to work both individually and as a member of a teaching team. | *Application and*  *interview* |
| Ability to use ICT as a research tool and to develop teaching materials. | *Application and*  *interview* |
| Excellent communication skills (oral and written), coupled with the ability to develop these skills in students. | *Application,*  *interview and presentation* |
| Excellent interpersonal skills and the ability to inspire and collaborate. | *Application and*  *interview* |
| Commitment to LJMUs values and regulations, including equality and diversity policy. | *Application and*  *interview* |

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| **Desirable Factors** | **Evidence** |
| HE Teaching qualification. | *Application and*  *interview* |
| PhD in a relevant area. | *Application* |
| Membership of a relevant professional or teaching body. | *Application* |

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| **BENEFITS OF WORKING FOR US** |
| **Financial benefits:** Competitive salaries based on a low contractual 35 hour working week.  17.5% employer contributions to pensions for non-academic staff enrolled into Local Government Pension Scheme (LGPS).  26.8% employer contribution to pensions for teaching staff enrolled into the Teachers’ Pension Scheme (TPS). |
| **Work life balance:** Excellent annual leave provision.  30 days for support staff and 35 days for staff and senior managers grade 8 and above.  8 UK bank holidays and up to 5 University closure days between Christmas and New Year.  Family friendly policies and a range of benefits to support including job-shares, flexible working hours and part-time roles where possible. |
| **Health and wellbeing:** Regular wellbeing support initiatives throughout the year.  Access to a trained counsellor via Employee Assistance Programme (EAP).  Plus a programme of activities and range of support and resources to help look after your mental and physical wellbeing. |
| **Career Benefits:** Continuous development opportunities to enhance your knowledge and meet your career ambitions, including LinkedIn Learning. |
| **Making a difference:** LJMU Climate Action - be at the forefront of initiatives to tackle climate change.  Share experiences and challenge unfair practices with our Diversity and Inclusion Staff Networks.  Opportunity to volunteer at graduation ceremonies, clearing and open days. |
| **Discounts and other benefits:** A reward and benefits platform, giving savings on day-to-day purchases across a range of retail outlets.  Interest free loans repayable across twelve monthly instalments, including loans for annual travel season tickets and cycle to work scheme.  Massively discounted gym and fitness classes at the [**University Sport Building**](https://www.ljmu.ac.uk/ljmusport/ljmu-sport-and-physical-activity-department)**.** |

