

**Job Description for the Post of  
Senior Lecturer in Design (0.5 FTE) [Ref AMD08/14b]**

**1. General details**

Job Title:	Senior Lecturer in Design (0.5 FTE)
Location:	Faculty of Arts, Media & Design
Normal workbase:	Stoke Campus
Tenure:	Permanent
Salary:	Grade 8, currently £36,533 - £43,622 per annum pro rata

**2. Job Purpose**

- § To play a key role in the development and delivery of academic provision to undergraduate students, specifically in the area of Level Zero (Foundation year) provision in Design.
- § To undertake operational management responsibilities as allocated by the Programme Area Manager.
- § To contribute to University led and/or Faculty/School initiatives and developments in line with strategic business development plans.

**3. Relationships**

Responsible to: Dean of the Faculty via the Programme Area Manager and Awards Manager

**4. Main Activities**

- § To teach and assess students in the areas of knowledge appropriate to the aims of the provision within the Faculty and where appropriate, across other Faculties of the University.
- § To be responsible for the design, delivery and leadership of modules at Level Zero, including assessment methods, ensuring that the learning materials and methods of delivery meet defined learning objectives.
- § To support Programme Area Manager and Awards Manager in the effective day-to-day operation of the Design Foundation year.
- § To undertake the management of the students on the Design Foundation year, undertaking administrative responsibilities as level tutor and making an important contribution to the accreditation of courses and quality control processes as necessary.
- § Working with, and leading colleagues as appropriate, in order to ensure the smooth running of the Design Foundation year and the achievement of Faculty and University deadlines.
- § To take on responsibilities (leading small projects where appropriate), in relation to University led and/or Faculty/School strategic initiatives for student recruitment and retention; partnership development; development of flexible and workbased learning provision; development of widening participation activities.
- § To participate with other staff in the development of teaching, learning and assessment strategies, taking a lead role when required.
- § To play a key role in representing both the award(s) and the Faculty in student recruitment and retention activities including participation in Clearing activities during the summer period and in Open Days throughout the year.

- § To be responsible for the pastoral care of students on the Design Foundation year.
- § To undertake staff development as needs are identified by the individual and/or a line manager.
- § To act as a mentor to colleagues and to support the development of more junior colleagues as appropriate.
- § 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 maintain and develop areas of expertise in appropriate ways under the general guidance and oversight of the appropriate academic manager.
- § To contribute to the subject's activities and reputation both internally and externally.
- § To participate in University activities as required through membership of committees, working groups etc, as required.
- § To enhance the Faculty's ability to engage with industrial and external partner contacts through external networks to build relationships for future activities.
- § To pursue enterprise and research activities, playing a lead role where required, which enhance the external income of the Faculty.
- § To undertake any other duties and responsibilities as may reasonably be required from time to time by the Programme Area Manager or Dean of Faculty.

#### **Specific Responsibilities of the Post**

- a. To ensure the smooth running of the Design Foundation year, planning and delivering the appropriate modules so that students are supported in achieving the module learning outcomes.
- b. To coordinate with award leaders from Design, to ensure that students on the Foundation year feel connected with the specialist courses to which they intend to progress, and that they are developing appropriate skills and acquiring the relevant knowledge and experience.
- c. To book rooms, technical resources, library induction sessions, technical instruction sessions, etc as necessary for the modules that make up our Design Foundation year.
- d. To timetable all of the various activities associated with the Design Foundation year.
- e. To ensure that any part-time staff involved in delivering and assessing the modules are well-briefed and that there is parity of assessment standards across the programme.
- f. To contribute to the development of our Design Foundation year.
- g. To contribute to the Faculty's recruitment and widening participation activities in relation to pre-degree provision and progression from Introductory Studies both within and outside the university.

#### 5. **Person Sought**

The successful applicant will have:

##### **Essential Criteria:**

##### **Experience**

- § A good honours degree in one of the following disciplines: Graphic Design, Illustration, Surface Pattern Design, Product Design, 3D Design/Crafts, Animation
- § Experience of teaching in Further/Higher Education
- § Experience of delivery of a student support role, both academic and pastoral
- § Excellent communication skills and an ability to convey relevant ideas with reference to practice
- § Experience of dealing with large and small groups of students
- § Willingness to organise and lead educational visits

- § Experience of and willingness to undertake the administrative work associated with the role of course leadership in higher education
- § Experience of professional practice in a relevant design field.

#### Skills and Competencies

- § A collaborative, team-oriented working style
- § Strong, demonstrable organisational and administrative skills with regard to internal and Quality Assurance guidelines
- § The ability to coordinate a complex programme involving many different people and resources
- § Knowledge and skills in IT and creative digital media

#### Other

- § Commitment to the University's mission and delivery of the University Plan
- § Willingness to engage in a structured induction programme as a start to Continuing Professional Development (CPD) at the University

#### **Desirable Criteria:**

- § Postgraduate qualification of at least MA standard in a related discipline
- § An appropriate teaching qualification
- § Knowledge and experience of teaching Design students on a Foundation or equivalent course
- § Experience of course development

## 6. Special Conditions

This is a permanent 0.5 fte post.

There will be a need for the postholder to work occasional weekends to cover activities such as recruitment events and CPD 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 which could necessitate teaching outside the two designated semester periods.

#### External Activities

External activities 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 Institution encourages employees to take a cross University role e.g., through membership of Committees and Working Parties.

#### New Lecturer Development Policy

The University is keen to support 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 three years teaching experience and do not have the equivalent qualification from another University, are required to undertake and complete the Post Graduate Certificate in Higher and Professional Education (PgCHPE)/Post Graduate Diploma in Professional Education in Healthcare (PgDPEH) or 5-day survival guide to Teaching in Higher Education as a condition of his/her employment with Staffordshire University, in accordance with the policy. If you are shortlisted this will be explained further by the chair of the interview panel. Positive engagement in CPD in order to attain a high standard of pedagogy will be one of the factors considered during probation, at annual appraisals and when promotions are being made. Active involvement in the Post Graduate Certificate in Higher and Professional Education would be one source of evidence.

#### 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 Faculty in consultation with you, and will be reviewed regularly through the staff appraisal system. While it is in the nature of research and scholarly activity that it 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.

The University operates a Job Share Scheme. Applications from anyone interested in working part-time on a job share basis will be considered.

**Date Job Description Revised**

June 2009

**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).

**Applying for this post**

Should you now decide to submit an application for this position you are asked to kindly complete and return an application form. This is available either in electronic format (downloadable from our website) or as a hard copy.

Completed application forms and any accompanying information should be returned via e-mail to [jobs@staffs.ac.uk](mailto:jobs@staffs.ac.uk) or posted to Personnel Services, Staffordshire University, PO Box 662, College Road, Stoke-on-Trent, ST4 2XP.

If you wish to deliver the form by hand Personnel Services is located on the ground floor of the Cadman Building, College Road, Stoke-on-Trent. Office opening hours are 9.00am – 5.00pm Monday to Thursday, and 9.00am - 4.30pm on Friday.

**PLEASE NOTE THAT THE CLOSING DATE FOR COMPLETED APPLICATIONS IS 21 JULY 2009**

**Interviews for this post will be held on 18 August 2009.**

**Procedure following Receipt of Applications**

Applicants are asked to provide us with an e-mail address where possible, as this is our preferred method of communication. All correspondence relating to this job application will be marked 'Private and Confidential'.

Where an e-mail address is provided, we will send applicants an acknowledgement of the application form as soon as possible following receipt; employees of Staffordshire University should note that this will be the internal e-mail address.

All applicants are asked to note that unless otherwise indicated, interviews will normally be held within one month of the closing date. Short listed candidates will be contacted to attend for interview as appropriate. Candidates who are not shortlisted for interview will be informed via e-mail. In the absence of an e-mail address, we regret that in the interest of economy we are unable to write to applicants. If you have not received an invitation for interview or any further communication within two months of the closing date specified, you are asked to assume your application is unsuccessful on this occasion.

The University wishes to thank all applicants for their interest in the Institution and the post advertised and for the time and trouble taken to complete the information for their application.

**If you require a copy of the vacancy information in large print please contact us**

## Appointment to the University

The University is an independent Statutory Higher Education Corporation. As such the Board of Governors of the University is the employer, and is responsible for determining the employment policy, pay and conditions of service of all its employees.

The agreed terms and conditions for all staff are set out in the University's terms and conditions of service. In addition your attention is drawn to the following general points:

### Medical Clearance

The appointment is subject to satisfactory medical screening, which normally consists of completion of a confidential questionnaire.

### Eligibility to Live or Work in the UK

In line with the Asylum and Immigration Act 1996, documentation is required to confirm that employees are eligible to live or work in the UK. Any offer of employment is subject to this documentation being provided.

### CRB Clearance

Where indicated in the job description an offer of employment will be subject to a satisfactory response to a check of criminal records.

### Pension Contributions

All members of staff are eligible to contribute to the relevant occupational Pension Scheme which is either the Local Government Pension Scheme or Teachers Pension Scheme, both of which are final salary schemes. Staffordshire University as the employer also contributes to each scheme.

### Sickness Pay

An employee absent from duty due to illness will be entitled to receive paid sickness leave, as set out in the University's terms and conditions of service.

### Payment of Salary

Salary is payable monthly in arrears, normally on the last Wednesday of each month. Payment is made by direct credit to a recognised bank/building society/giro account. All new employees should ensure that the relevant details for credit transfer are completed on the standard form issued on appointment.

## Annual Leave

Individuals are entitled to the following leave entitlements based on the grade of the post with effect from 1<sup>st</sup> August 2007 onwards: -

Grade	Number of Days Worked per Week*		
	4	5	6
One	24	29	35
Two	24	29	35
Three	24	29	35
Four	26	32	41
Five	26	32	41
Six	26	32	41
Seven	30	37	45
Eight	30	37	45
Nine	30	37	45
Ten	30	37	45
Eleven	30	37	45
Twelve	30	37	45
Thirteen	30	37	45
Fourteen	30	37	45

\* This refers to those members of staff who work full time hours but on a standard 5 day working cycle or those operating a shift pattern over 4 or 6 working days. This does not refer to staff on fractional contracts.

In addition there are 11 Bank, Extra Statutory and Discretionary Holidays as follows:

Good Friday  
Easter Monday  
May Day  
Spring Bank Holiday Monday  
Late Summer Bank Holiday Monday  
Christmas Day to New Year's Day (inclusive)

### Trade Union Membership

The University believes that the interests of both the employer and employee are best served by individuals joining a recognised Trade Union. The Board of Governors of the University has recognised the following Trade Unions to operate within the university - UCU and UNISON.