

**Job Description for the Post of
Lecturer in Scriptwriting (0.4FTE) [Ref AMD08/21]**

1. **General details**

Job Title: Lecturer in Scriptwriting (0.4FTE)
Location: Faculty of Arts, Media and Design
Normal workbase: Stoke Campus
Tenure: Fixed Term until 31 August 2010
Salary: Grade 7, currently £30,595 - £35,468 per annum pro rata

2. **Job Purpose**

To contribute to the development and delivery of academic provision to undergraduate students with particular reference to scriptwriting and current related professional practices in television

3. **Relationships**

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

4. **Main Activities**

- § To teach and assess in the areas of knowledge appropriate to the aims of the provision within the Faculty of Arts, Media and Design
- § To devise, deliver and lead modules as determined by the Award Leader and/or Programme Area Manager
- § To maintain and develop areas of expertise under the general guidance and oversight of the Dean of the Faculty/Programme Area Manager
- § To participate with other staff in the development of teaching, learning and assessment strategies
- § To exercise a high standard of scholarship both personally and as a member of a team, working with colleagues to develop an inclusive, team-orientated approach to research and enterprise activities
- § To enhance the quality of teaching provision and programme development, drawing on leading practices from the HE and other sectors
- § To contribute to student support in administrative and pastoral roles, including availability to advise students on re-sits and to provide post results counselling during the summer period
- § To play a key role in representing both the award and the Faculty in student recruitment activities, including Clearing during the summer period
- § To contribute to the subject's activities and reputation internally, nationally and internationally
- § To provide various forms of consultancy and other services to external clients as determined by the Dean of the Faculty/Programme Area Manager
- § To undertake appropriate staff development activities
- § To undertake such responsibilities as will be required from time to time by the Programme Area Manager/Dean of the Faculty

Specific Responsibilities of the Post

- § To contribute to the development of nationally distinctive Scriptwriting awards and short courses
- § To teach aspects of television industry professional practice on core Media modules
- § To contribute to the ongoing development of distance learning methods within the subject area
- § To be responsible for the pastoral care of students in the role of personal tutor
- § To play an active part in recruitment activities in support of the University's commitment to widening participation

External activities that enhance the work of the postholder are encouraged within the overall provisions of the exclusivity of service arrangements to which the postholder is subject.

Additionally, the University encourages employees to take a cross University role, eg through membership of Committees and Working Parties.

5. **Person Sought**

The successful applicant will have:

Essential Criteria

- § A portfolio of recent scripts produced professionally for television and/or film
- § Specialist knowledge and experience of independent production and freelance working practices in today's film and broadcast industries
- § Experience of leading practical creative writing workshops
- § Excellent verbal communication skills and an ability to convey relevant ideas with reference to practice and experience, whether dealing with large or small groups of students
- § A collaborative, team-orientated working style
- § Flexible computer skills that can be adapted to innovative distance learning methods
- § Strong, demonstrable organisational and administrative skills with regard to internal and Quality Assurance processes
- § A flexible worker, able to work some evenings/weekends
- § 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
- § A willingness to participate in a range of course promotion activities (Open Days, Careers Fairs, Summer Schools etc)

Desirable Criteria

- § A postgraduate qualification of at least MA standard in a related discipline
- § Experience of teaching in Higher Education
- § Experience and knowledge of the Widening Participation agenda
- § Experience relevant to the delivery of a student support role, whether academic or pastoral
- § Experience of working with colleagues to build entrepreneurial partnerships with external stakeholders on behalf of an institution

6. **Special Conditions**

This is a fixed-term 0.4 FTE post until 31 August 2010.

There will be a need for the postholder to work occasional weekends to cover such activities as Recruitment and CPD activities.

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

August 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 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: 25 SEPTEMBER 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 1st 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.