



Job Profile

(Overview, Role Detail and Person Specification)

Title:	Senior Lecturer B
Grade:	10
Hours:	Full Time/Part Time
Contract	Permanent/Temporary

Duties and responsibilities

The responsibilities of a Senior Lecturer are wide ranging and many change over time according to the development needs of the department and the individual. In general a Senior Lecturer can expect to undertake the following:

As a Senior Lecturer you will:

Teaching and Learning / Scholarship

- Develop, as required, appropriate documentation in accordance with the Institution's Academic Regulations and Quality Management Handbook to support the processes of Edge Hill's quality assurance and ethics (including materials relating to course validation, enhancement process, review and evaluation);
- Contribute effectively to the design and planning of curriculum for the Department, taking the lead responsibility for nominated projects;
- Effectively oversee the welfare, progress, examination, assessment and marking of the students as designated by your Head of Department;
- Fully engaged with teaching portfolios, and effectively use teaching and learning strategies, which encourage student involvement and advances their independent learning, adapting delivery to suit students' needs.

Student Support

- Take responsibility for overseeing the welfare, progression, examination and assessment of students and drawing to the attention of the Head of Department any issues as appropriate;
- Act as a Personal Tutor for a number of students, including providing academic and personal support, supporting individual profiling and development planning, and preparing references; referring students to further support services as required;
- Act as a postgraduate taught supervisor;
- Promote the work of the University and participate in the recruitment, selection and induction of students;

Research (for those who have Significant Responsibility for Research)

- Contribute effectively to the subject area in a chosen area of research, publishing research output of high quality, submitting regular bids for external funding, supervising PhD students and leading networks as appropriate;

- Lead and develop strategies for achieving impact from your research or enterprise projects including identification and achievement of funding to support the projects.

Leadership / Service / Externality

- Lead departmental activities at an appropriate capacity within the department;
- Lead, and administer the effective delivery of courses and projects;
- May undertake a programme, project, enterprise or research leadership role (as appropriate);
- Ensure the integrity of designated programmes and projects, by ensuring all staff contributing are fully informed and prepared for effectively engaging in delivery and reporting responsibly, via appropriate channels, any cause for concern;
- Co-ordinate and lead the team of staff who contribute to courses and research programmes or other programmes of work in order to maximise the impact of their individual and collective contributions;
- Enhance the quality of education and provision by ensuring that high standards of teaching and learning are maintained on the relevant courses to which they contribute;

Externality

- Take responsibility for the effective academic administration of a designated programme of study, enterprise, research or innovation;
- Lead, initiate, and develop, external networks to further the development and reputation of the University and the individual;
- Engage in external collaborations and relationships at a strategic level and effectively manages significant partnerships with external organisations;
- Significantly enhance the external profile of the department in appropriate networks and forums, identifying and building supportive and mutually beneficial partnerships. Fostering collaboration with external contacts, networks and partnerships including educational bodies, employers, researchers and professional bodies, as appropriate;
- Actively contribute to mentor training, development and enhancement activities including the evaluation of these arrangements;
- Organise and administer tasks in an efficient and effective manner;
- Undertake other duties deemed appropriate by the Head of Department (or representative) and commensurate with the post.

Person Specification:

	The successful candidate should:	Essential/ Desirable
1	A good relevant honours degree or equivalent qualification and experience of Higher Education learning	Essential
2	PhD or equivalent (normally by publication but where appropriate through professional achievement)	Essential
3	Teaching in HE qualification or a commitment to achieving one within the first two years of employment	Essential
4	Advance HE Senior Fellowship (or significantly working towards)	Desirable

Skills and Knowledge

	The successful candidate should have:	Essential/ Desirable
5	Successful record of having developed, used and disseminated good practice of flexible and innovative approaches to the design and execution of teaching, learning and assessment initiatives	Essential
6	Demonstrate ability to influence, advise, guide and mentor others and confidently challenge thinking and foster debate, and encourage the development of intellectual reasoning and rigour	Essential
7	Ability to reflect on own skills and knowledge, and to seek opportunities to develop	Essential

Experience

	The successful candidate should have:	Essential/ Desirable
8	Very significant experience of innovative undergraduate and postgraduate teaching in higher education, especially in the relevant subject area	Essential
9	Evidence of leading teams, internally and externally, with the sound emotional intelligence required to work effectively with other people	Essential
10	Experience of securing and undertaking substantial externally-funded research and/or enterprise activities, where appropriate	Essential
11	Proven ability to support the diverse academic and personal needs of individual students, and to disseminate good practice in this respect	Essential
12	Evidence of research publication activity in peer reviewed journals (for those who have significant responsibility for research)	Essential
13	Evidence of having developed successfully and lead to good effect networks with colleagues, students and external stakeholders, e.g., to promote student employability	Essential