



UNIVERSITY of  
**BRADFORD**

Faculty of  
Management & Law

Job Description and  
Person Specification

Lecturer

**GRADE 9**

## Overview

Job Title	Lecturer
Grade	9
Vacancy Reference	
Faculty/Directorate	Faculty of Management & Law
Service/Department	School of Management
Reports to	The Dean of Faculty via the Head of Research Centre
Responsible for	

## Main Purpose

The Lecturer will make a scholarly contribution in an area which is relevant to the University mission of Making Knowledge Work. The Lecturer will disseminate knowledge through teaching students from diverse entry pathways whilst recognising that the Lecturer may need to contribute to the teaching and supervision of more than one area of specialism. The resource needs of the Faculty will be reflected in the workload model. Personal and professional development discussions captured through the annual Performance Development Review (PDR).

The Lecturer grade 9 will be collegiate and support the co-creation of knowledge through fundamental and applied research with the aim of enhancing research opportunities and contributing to a positive student experience. The Lecturer will maintain a research record with publications in 3\* CABS or equivalent rated journals and/or internationally impactful publications. The Lecturer will also demonstrate grant activity and/or commercial income generating activity. Lecturers will support a mission driven strategy.

The Lecturer will support the Faculty Executive Management Team in pursuit of distinctiveness and competitive advantage through embedding the University Strategic Objectives of: excellence, sustainability, internationalisation and equality and diversity within learning and teaching, research and knowledge exchange, academic leadership, management and citizenship.

# Main Duties and Responsibilities

## Research and Knowledge Transfer

- Undertake multi-disciplinary, research via the Faculty's Research Centres
- Contribute to the Research Centre's reputation and impact to ensure a vibrant research environment
- Disseminate and communicate research publication of 3\* and/or 4\* outputs (including research based text books) of the highest quality
- Provide a stimulating and inclusive research environment to support the successful graduation of doctoral students
- Contribute as an Independent Chair and internal and/or external examiner
- Generate grant and contract income to support the University's research and impact
- Build and sustain regional, national networks and partnerships to support the University's research and impact
- Engage with public policy-makers, charities, commerce and industry to shape and inform the research landscape
- Contribute the development of Impact Case Studies
- Engage in strategic business engagement activities which support rankings and accreditations and other ad hoc surveys

## Learning and Teaching

- Plan, deliver and assess innovative, engaging and challenging teaching activities which provide a distinctive and exceptional student experience
- Ensure teaching is research-led with subject content underpinned by relevant specialist research
- Contribute/lead the design and development of an inclusive, accessible and research-informed teaching curriculum and supportive learning activities
- Evaluate modules, and manage projects at undergraduate and postgraduate levels
- Contribute to accreditation standards as required including compliance activities or membership of re-accreditation groups
- Contribute to the enhancement of and innovation in programmes, assessment and feedback including distance /blended learning
- Ensure curriculum design and/or delivery incorporates relevant technology enhanced learning appropriate to the subject discipline
- Utilise appropriate assessment methods and approaches and provide quality, personalised and timely feedback

- Identify, promote, administer and grow placement activities
- Work collaboratively with colleagues to ensure high levels of student satisfaction and quality outcomes
- Undertake the role of Personal Academic Tutor (PAT) in accordance with the University's PAT role descriptor

# Main Duties and Responsibilities

## Leadership and Management

- Provide Programme Leadership (PL) in accordance with the University's PL role descriptors
- Undertake an appropriate management role within the Faculty, as required including, Director of Placements, Student Exchange Co-ordinator or Partnerships Co-ordinator
- Lead or make a significant contribution to Widening Participation or public engagement activities within the Faculty, wider University or local community in conjunction with Professional Services as appropriate
- Contribute to the working life of the Faculty and University and wider academic community including, graduation, open days, applicant experience days, clearing and the staff recruitment and selection process

- Contribute to the financial sustainability of the Faculty and wider University including identifying efficiencies, optimising resources and making savings
- Contribute to student recruitment (nationally and internationally) including conversion, clearing activities and induction
- Contribute to strategic and operational planning within the Faculty and wider University level and University ambitions including Athena SWAN and other external standards in conjunction with Professional Services as appropriate
- Provide coaching and mentoring for colleagues including those in their probation and transitioning to new roles
- Provide leadership and management for designated colleagues

## Scholarship and Continuing Professional Development (CPD)

- Keep up to date with developments in subject area, developing relevant skills and keep abreast of University and sector wide policies, procedures and regulations
- Maintain appropriate professional accreditation(s) including updating professional practice and personal development needs relevant to the Faculty and/or University.
- Meet PDR objectives and maintain a personal development plan utilising the Performance Development Review Scheme

## Post Specification

Grade 9		
Qualifications	<ul style="list-style-type: none"> <li>• PhD (or equivalent) in a relevant subject area</li> <li>• Honours degree (or equivalent in a relevant subject area OR honours degree in an unrelated subject with a higher degree and / or professional qualification in an appropriate area</li> <li>• Postgraduate Certificate in Higher Education Practice or commitment to obtaining this following appointment</li> </ul>	<ul style="list-style-type: none"> <li>• Member of HEA or commitment to achieving appropriate level of membership</li> <li>• A registered professional (as applicable)</li> <li>• A level of English equivalent to level C1 on the Common European Framework of Reference (CEFR)*.</li> </ul>
Experience, Skills and Knowledge	<ul style="list-style-type: none"> <li>• Experience of teaching and facilitating/supporting) in HE at undergraduate and/or postgraduate taught level leading to successful student outcomes</li> <li>• Experience of contributing to effective programme delivery including evaluation</li> <li>• Experience of innovative curriculum design and delivery</li> <li>• Evidence of incorporating contemporary technologies to enhance learning and optimise attainment for all students</li> <li>• Evidence of implementing approaches to assessment that inspire and engage students, promote learning and enhance self-regulation</li> <li>• Evidence of module leadership and enhancement</li> <li>• Evidence of supporting work based learning and promoting/supporting entrepreneurialism</li> <li>• Experience of managing student pedagogical and welfare issues, (including personal tutoring).</li> <li>• Evidence of effective research project supervision at undergraduate and/or postgraduate level</li> <li>• Evidence of research expertise with a record of recent publications, ideally in 3* and/or 4* peer reviewed and refereed academic journals</li> <li>• Evidence of research activity demonstrating impact, significant and reach at national level including contribution to networks and partnership building</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to participate in the application for external research funding</li> <li>• Ability to or evidence of participating as a member of a research team</li> <li>• Excellent written and oral communication skills with ability to communicate complex information effectively to mixed groups with diverse levels of understanding</li> <li>• Actively represent the Faculty and University in a positive manner, and identify and exploit opportunities to enhance its reputation</li> <li>• Ability to exercise leadership in teaching / research and to play an active role in matters relating to teaching quality assurance, subject review and accreditation</li> <li>• Evidence of excellent interpersonal skills, with the ability to interact successfully with a wide range of stakeholders</li> <li>• Ability to resolve complex education and/or research related problems, using initiative and creativity whilst ensuring compliance with appropriate regulations and policies</li> <li>• Ability to manage an administrative workload managing own time to achieve strict and often conflicting deadlines</li> <li>• Ability to think strategically and contribute to the discipline, School and Faculty's development, including the contribution of business cases to progress initiatives of strategic importance to the University.</li> </ul>

# University of Bradford

## Values

It is the responsibility of every employee to uphold the University values of:

- encouraging participation and openness;
- encouraging creativity and innovation;
- supporting academic freedom and respecting the right to express diverse points of view;
- providing equal opportunities for all staff and students to achieve their full potential;
- applying the best ethical standards in everything we do.

## Information Governance

Employees have a responsibility for all records (including student, health, financial, personal and administrative) that are gathered or used as part of work undertaken with the University. The records may be paper, electronic, microfiche, audio or videotapes, or x-ray images. An employee must consult their manager if they have any doubt as to the correct management of the records with which they work.

Employees are required to uphold the confidentiality of these records held by the University, whether student records or corporate information.

Employees are responsible for the quality of data entered by themselves, or on their behalf, on the university's computerised systems or manual records (paper records) and must ensure that such data is entered accurately to appropriate data standards, in a timely manner to ensure high standards of data quality in accordance with University policies, the requirements of the Data Protection Act 1998 and any other relevant legislation.

To support these requirements all employees must maintain confidentiality and abide by the Data Protection Act 1998 at all times.

Additionally employees will be required, when and where appropriate to the role, to comply with the processing of requests under the Freedom of Information Act 2000.

All employees will be given the necessary training to enable them to adhere to these requirements.

# University of Bradford

## Working with Vulnerable Groups

All employees of the University who have contact with children, vulnerable adults, service users and their families must familiarise themselves, be aware of their responsibilities and adhere to the University's policy and policies and the Safeguarding Vulnerable Groups Act 2006.

Where appropriate employees will be given the necessary training to enable them to adhere to these requirements.

## Health, Safety and Wellbeing

Health and Safety is a partnership between employee and employer each having responsibilities, as such all employees of the University have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. It is also the responsibility of all employees, that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

All employees have a duty to report any practice that you consider compromises standards of health and safety and risk. The Code of Practice on Public Interest Disclosure (Whistleblowing) details the process and advises on the protection from unfair treatment for an individual who raises such concerns.

Employees are required to co-operate with management to enable the University to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the university's undertakings.

Managers should note they have a duty of care towards any staff they manage; academic staff also have a duty of care towards students. As part of this you will need to ensure you are familiar with any relevant Health and Safety policies and procedures; seeking advice from the Central University Health and Safety team as appropriate.



# University of Bradford

## University Policies

The University operates a range of policies (available on the University intranet and Service Now). All employees must observe and adhere to the provisions outlined in these policies.

## Equality and Diversity

It is the responsibility of every employee to act in ways that support equality, diversity and inclusivity and to work within the spirit and detail of the law, including the Equality Act 2010 and the Human Rights Act 1998.

The University provides a range of services and employment opportunities for a diverse population. Employees will treat all students and colleagues with dignity and respect irrespective of their background.

Employees are responsible for ensuring the University develops a culture that promotes equality and values diversity. This responsibility includes services and functions the University provides and commissions, to students, colleagues, partners in other organisations, visitors and members of the public.

## Training

Employees must attend any training that is identified as mandatory to their role.