

Job Description Template

Lecturer in Sociology and/or Criminology

Faculty of Management, Law, Social Sciences

Department of Sociology and Criminology



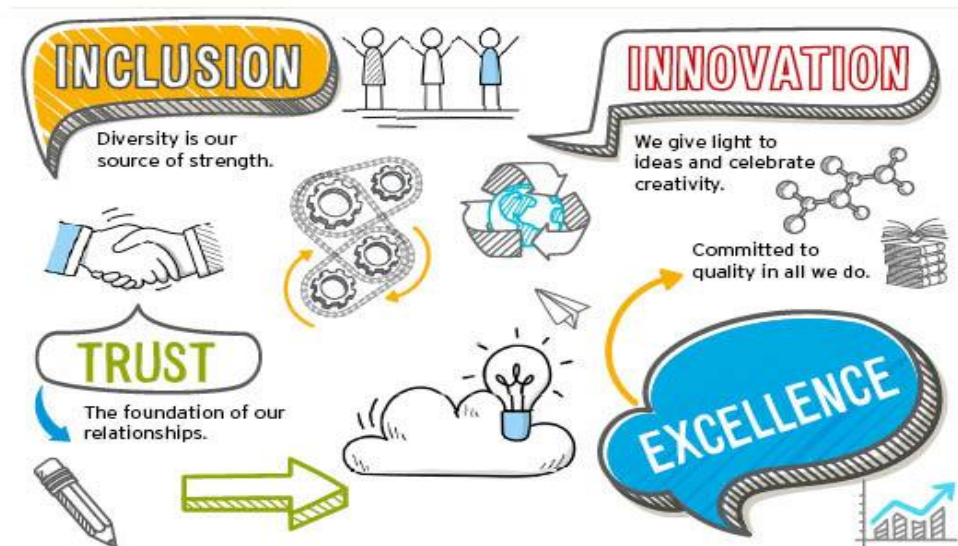
Brief summary of the role

Role title:	Lecturer in Sociology and/or Criminology
Grade:	8
Faculty or Directorate:	Management, Law & Social Sciences
Service or Department:	Sociology and Criminology
Location:	Campus
Reports to:	Head of Department
Responsible for:	Undertaking design, delivery and review of teaching and related activities across the department. To undertake necessary and relevant scholarship, research, outreach and administrative duties to be agreed with the Head of Department.
Work pattern:	Standard working week, 36.25 hours.

About the University of Bradford

Values

At the University of Bradford, we are guided by our core values of Excellence, Trust, Innovation, and Inclusion. These values shape our approach and our commitment to making diversity, equity, and inclusion part of everything we do – from how we build our curriculum to how we build our workforce. It is the responsibility of every employee to uphold the university values.



Equality, Diversity, and Inclusion (EDI)

At the University of Bradford, we are guided by our core values of Excellence, Trust, Innovation, and Inclusion. These values shape our approach and our commitment to making diversity, equity, and inclusion at the heart of everything we do.

We foster a work environment that's inclusive as well as diverse, where staff can be themselves and have the support and adjustments to be successful within their role.

We are dedicated to promoting equality and inclusivity throughout the university and have established several networks where individuals can find support and safe places fostering a sense of belonging and acceptance. We are committed to several equality charters such as Athena Swan, Race Equality Charter, Disability Confident and Stonewall University Champions Programme.

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 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.

Managers should note they have a duty of care towards any staff they manage; academic staff also have a duty of care towards students.

All colleagues 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.

We are registered members of the University Mental Health Charter. This visibly demonstrates our commitment to achieving cultural change in student and staff mental health and wellbeing across the whole university, whilst supporting the vision of our People Strategy to create a culture and environment of transformational diversity, inclusion and social mobility, creating a place where our values come to life and are evident in our approach.

Information governance

Employees have a responsibility for the information and records (including student, health, financial and administrative records) that are gathered or used as part of their work undertaken for the University.

An employee must consult their manager if they have any doubts about the appropriate handling of the information and records with which they work.

All employees must always adhere to data protection legislation and the University's policies and procedures in relation to information governance and information security.

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.

Criminal record disclosures and working with vulnerable groups

Depending on the defined nature of your work and specialist area of expertise, the University may obtain a standard or enhanced disclosure through the Disclosure and Barring Service (DBS) under the Rehabilitation of Offenders Act 1974.

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

The University is committed to protect and safeguard children, young people and Vulnerable Adults.

Suitable applicants will not be refused positions because of criminal record information or other information declared, where it has no bearing on the role (for which you are applying) and no risks have been identified against the duties you would be expected to perform as part of that role.

Role holder: essential and desirable attributes

Qualifications

Essential	<ul style="list-style-type: none"> • Honours degree (or equivalent in a relevant subject area OR honours degree in an unrelated subject with a higher degree in an appropriate area.
Desirable	<ul style="list-style-type: none"> • PhD (or equivalent) in a relevant subject area • Having an appropriate level of Advance HE membership, or commitment to achieve Advance HE membership. • A level of English equivalent to level C1 on the Common European Framework of Reference (CEFR).

Experience, skills, and knowledge

Essential	<ul style="list-style-type: none"> • Experience of teaching and facilitating/supporting learning in the subject area in Higher Education, leading to successful student outcomes. • Evidence of knowledge and expertise relating to sociology and/or criminological focus or orientation. • Evidence of facilitating student successful learning • Evidence of effective research project supervision at undergraduate level
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	<ul style="list-style-type: none"> • Evidence of research expertise with a record of recent publications and outputs including conference papers, refereed publications and or book chapters or equivalent measures of esteem.
Desirable	<ul style="list-style-type: none"> • A commitment to, and experience of ensuring social sciences knowledge and culture reaches into communities, and non-academic contexts. • A growing interest and expertise in any of the following specialisms: <ul style="list-style-type: none"> • Social inequalities and social mobility; Cybercrime, the Dark Web and AI; Organised Crime, Human Trafficking and Global Criminology; Policing; Punishment, Prisons, and Rehabilitation; New Media, Social Media and Digital Technology; Quantitative and Digital Research Methodologies. • Evidence of contributing to and or leading the design, development and delivery of sociological and/or criminological content. • Experience of using relevant technologies to support learning and optimise attainment for all students. • Ability to engage in assessment activities that inspire and engage students, promote learning and enhance self-regulation and autonomy. • Experience of managing student pedagogical and welfare issues (including personal tutoring). • Ability to play an active role in matters relating to teaching quality assurance and subject review. • Ability to resolve education and/or research related problems, using initiative and creativity whilst ensuring compliance with appropriate regulations and policies.

Personal attributes

Essential	<ul style="list-style-type: none"> • Actively represent the Faculty and University in a positive manner, and identify and exploit opportunities to enhance its reputation.
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	<ul style="list-style-type: none"> • Excellent written and oral communication skills with ability to communicate complex information effectively to mixed groups with diverse levels of understanding. • Evidence of effective interpersonal and teamworking skills.
Desirable	<ul style="list-style-type: none"> • Ability to manage an administrative workload, managing own time to achieve strict and often conflicting deadlines. • Ability to think strategically at discipline level.

Main purpose of the role

Insert a summary of the main purpose of the role.

Main duties and responsibilities

Learning and Teaching

1. Undertake research informed teaching and teaching related activities, to be agreed with the Head of Department.
2. Plan, deliver and assess innovative, engaging and challenging teaching activities which provide a distinctive and exceptional student experience.
3. Ensure teaching is research-led with subject content underpinned by relevant specialist research.
4. Evaluate modules, and support students at different levels of study.
5. Contribute to the enhancement of and innovation in and across programmes, assessment and feedback.
6. Work with Programme Leaders to ensure that curriculum design and/or delivery incorporates relevant technology enhanced learning appropriate to the subject discipline.
7. Utilise appropriate assessment methods and approaches and provide quality, personalised and timely feedback.
8. Work collaboratively with colleagues to ensure high levels of student satisfaction and quality outcomes for our graduates.
9. Undertake the role of Personal Academic Tutor (PAT) in accordance with the University's PAT role descriptor.

Leadership and Management

10. Provide Module Leadership (ML) in accordance with the University's ML role descriptors.
11. Lead or make a significant contribution to Widening Participation or public engagement activities within the Faculty, wider University or local community.
12. Contribute to the working life of the Faculty and University and wider academic community including, graduation, open days, applicant experience days and clearing support.



13. Contribute to the financial sustainability of the Faculty and wider University including identifying efficiencies, optimising resources and making savings.
14. Keep up to date with developments in subject area, developing relevant skills and keep abreast of University and sector wide policies, procedures and regulations.
15. Meet PDR objectives and maintain a personal development plan utilising the Performance Development Review Scheme.

Research and Knowledge Transfer

1. Contribute to the Faculty's research reputation and impact to ensure a vibrant research environment.
2. Produce, disseminate and communicate research including conference papers, refereed journal articles, books, book chapters and other outputs.
3. Engage with public policy-makers, academics and various relevant stakeholders to shape and inform the research landscape
 - a. disseminate knowledge through teaching students from diverse entry pathways whilst recognising that they may need to contribute to the teaching and supervision of more than one area of specialism
 - b. 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.
4. In addition, the resource needs of the Faculty will be reflected in the workload model, whilst personal and professional development discussions will be captured through the annual Performance Development Review (PDR).
5. As a university citizen supporting key student events throughout the year such as Open days, clearing, enrolment, and Graduation.