

**Note:** This job description does not form part of the employee's contract of employment but is provided for guidance. The precise duties and responsibilities of any job may be expected to change over time. Job holders should be consulted over any proposed changes in this job description before implementation.

### **Role Descriptors Outputs and Requirements**

**Title:** Lecturer

**Reports to:** Head of Department or Assistant Head of School

**Department:** Applied Management

#### **Professional Values**

All Lecturers are required to demonstrate respect for individual learners and be committed to incorporating the process and outcomes of relevant research, scholarship and/or professional practice. Lecturers are required to be committed to the development of learning communities and encouraging participation in Higher Education, while acknowledging diversity and promoting equality of opportunity. It is also a requirement that all staff are committed to undertaking continuing professional development and evaluation of individual practice and that they are proactive in improving the student experience.

#### **Role Purpose**

To teach as a member of a teaching team in a developing capacity within an established programme of study.

#### **Principal Accountabilities**

1. Teach within an established programme or programmes of study, and within a variety of settings from small tutorial groups to large lectures, ensuring that learning needs of the students are identified, that appropriate learning objectives are defined and that the content of the learning materials and methods of delivery meet the defined learning objectives. This may include module leadership.
2. Contribute to development of teaching materials, methods and approaches with guidance. Develop personal skills and appropriate approaches to teaching, seeking guidance from senior staff as appropriate and continually seeking ways of improving performance by reflecting on teaching design and delivery by obtaining and analysing feedback from students and colleagues.

3. Create a climate for students that challenges thinking, fosters debate and develops the ability of students to engage in critical discourse and rational thinking, ensuring that at all times the work of the students is supervised appropriately and advice and assistance is provided on study skills and any other learning issues.
4. Use appropriate assessment instruments and criteria to assess the progress of the students and ensure that all students are provided with constructive feedback in a prompt and timely manner.
5. Develop and extend contacts and regularly participate in internal and external networks for the exchange of information and ideas and to develop good working relationships.
6. Contribute to preparing technical material e.g. proposals and applications for funding or accreditation.
7. Act as a personal tutor and mentor for students, ensuring that appropriate listening, interpersonal and pastoral care skills are used to deal with sensitive or difficult issues and that appropriate support is provided, taking into account individual student needs and circumstances, referring students to specialist support services if necessary.
8. Engage in subject, professional or pedagogic research and other scholarly activities which can support teaching activity and where the quality of the outputs can be recognised nationally in terms of originality, significance and rigour.
9. Undertake any other duties within their competence as required by the University.

## **CONTEXT**

We are looking for a candidate with proven record of successful industry experience and/or research and/or teaching in two or more of the following areas: Building Surveying, Building Control Surveying, Building Services Engineering and Construction Technology modules.

The postholder will be expected to manage their own teaching, scholarly and administrative activities within the framework set by the department, Faculty or University policy. There may be a requirement to supervise student projects, fieldwork or placements depending on the module or course. The postholder will be expected to possess sufficient breadth or depth of specialist knowledge to be able to deliver high quality teaching and support to established teaching programmes. The postholder will be expected to engage in a programme of continuous professional development, in consultation with their line manager.

It will be necessary for the postholder to have and maintain a sound and comprehensive understanding of the University's Academic Regulations in order to ensure that these are adhered to and that appropriate advice and guidance can be

provided to colleagues and peers. The postholder must have the knowledge and understanding of the implications of quality assurance and enhancement for professional practice.

The postholder will have to balance the pressures of teaching and administration with competing or conflicting deadlines.

While the postholder will be required to manage projects relating to their own area of work, including the organisation of external activities such as placements and field trips they will also need to act as a responsible team member, leading where agreed, and developing productive working relationships with other members of staff. They will be expected to work as part of a team, co-ordinating work with colleagues and mentoring colleagues with less experience, providing advice and assistance with personal development as necessary.

The postholder has responsibility for ensuring that suitable and sufficient risk assessments are undertaken for the activities for which they are responsible and that measures to control risk are identified and implemented and communicated to all affected.

They must ensure the provision of adequate supervision and training, to include: the responsibility to work with due regard for the health and safety of themselves and others; familiarity with actions to be taken in the event of emergency; and the duty to report accidents and hazards appropriately.

The University of Westminster has developed the Professional Recognition Enhancement Scheme for Teaching (PRESTige) accredited by the Higher Education Academy (HEA) for Fellowship of the HEA at different categories. The categories range from Associate Fellow (AFHEA), Fellow (FHEA), Senior Fellow (SFHEA) and Principal Fellow (PFHEA) and are benchmarked against the UK Professional Standards Framework for Teaching and Supporting Learning, 2011 (UKPSF). All academic colleagues are strongly encouraged to engage with PRESTige and work towards the appropriate category of fellowship.

Our courses are focused on construction, surveying and building control. We seek construction professionals interested in enlivening, developing, managing, marketing and regenerating land and property. We teach using a variety of methods including case studies, projects, lectures seminars and field trips to ensure that students understand key concepts and can apply them effectively in a work context. We have a strong ethos of student support and each member of staff undertakes personal tutoring and academic support.

The department is also expanding its research, knowledge transfer and consultancy activities and is keen to develop its profile amongst employers, industry organisations and associated professional bodies.

Our students come from diverse backgrounds and study full and part time, some under the UK Government Apprenticeship Scheme. We have high standards and

expectations of all our students, and aim to provide a supportive environment in which they can achieve their full potential.

## DIMENSIONS

This post is situated within Construction Studies subject group, within the School of Applied Management, one of four Schools in the College of Westminster Business School based at the Marylebone site. At Undergraduate level we offer four main taught programmes in Construction.

- BSc (Hons) Building Surveying
- BSc (Hons) Construction Management
- BSc (Hons) Quantity Surveying and Commercial Management
- BSc (Hons) Building Control Surveying (Apprentice Route)

At Masters Level we offer

- MSc Construction Commercial Management
- MSc Construction Project Management

Currently we are seeking to maintain and develop our expertise in the delivery of Building Surveying, Building Control Surveying, Building Services Engineering and Construction Technology modules. We expect the post holder to be involved in the delivery of modules in these subject areas or capable of developing teaching skills based upon industry experience in these areas.

In addition the post holder will be involved in the pastoral tutoring of students and supervision of undergraduate and postgraduate research projects.

Please note: the dimensions of this appointment may vary from time to time dependent on precise duties.

### Person Specification Lecturer (Ac2 Grade)

Qualifications	Essential	Desirable
Degree	E	
Post-Graduate Degree OR Professional Qualification	E	
Teaching Qualification (e.g. PGCHE Learning & Teaching) or the commitment to achieve this at the earliest possible date.	E	
<b>You will have proven experience and evidence of:-</b>	<b>E</b>	<b>D</b>



<p><b>Skills</b></p> <p>High level analytical capability</p> <p>Ability to communicate information clearly</p> <p>Ability to encourage commitment to learn in others</p> <p>Ability to assess and organise resources</p> <p>Understanding of and ability to contribute towards broader management issues</p>	<p>E</p> <p>E</p> <p>E</p>	<p>D</p> <p>D</p>
<p><b>Personal Attributes</b></p> <p>Fully committed to contributing to a stimulating learning and working environment which is supportive and fair, based on mutual respect and trust, and in which harassment and discrimination are neither tolerated nor acceptable.</p>	<p>E</p>	