UNIVERSITY OF
FORWARD
THINKING
WESTMINSTER

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: Senior Lecturer in Transport

Reports to   Assistant Head of School

School   Architecture & Cities

Professional Values

All Senior Lecturers are required to demonstrate respect for individual learners and to be committed to incorporating the process and outcomes of relevant research, scholarship and/or professional practice. All Senior 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

Experienced lecturers who teach and develop modules or subject areas to support the delivery of the School /College academic curriculum. The management contributions to the School / College may be significant.

Principal Accountabilities

1. Design, deliver and plan modules or programmes at a range of levels within a subject area, identifying areas where current provision is in need of revision or improvement and to ensure that the material is delivered using appropriate teaching techniques, learning support and assessment methods, evaluating the effectiveness of the teaching and learning experience as required. This may include course leadership of minor programmes.

2. Undertake the full range of responsibilities in relation to setting, marking and assessing work and examinations, while adhering to University policy and guidelines, and ensuring that all students are provided with constructive feedback in a prompt and timely manner.

3. Mentor colleagues with less experience and advise on personal development. Depending on the area of work the postholder may be required to coordinate and / or supervise the work of others, to ensure modules are delivered to the standards required. Develop and produce new learning materials and tackle issues affecting quality of delivery or content.

4. Engage in subject, professional and pedagogic research and other scholarly activities and support teaching activity, contributing to the planning, design and development of objectives and materials that promote the subject. Ensure that the outputs of such activities are to a standard that will be recognised internationally in terms of originality, significance and rigour.

5. Conduct individual or collaborative scholarly activity and research and be responsible for identifying sources of funding or income for individual work or contribute towards the process for securing funding or funds for collaborative activities. Ensure that the results and outputs of scholarly and research are actively disseminated, having identified or developed appropriate methods to do this and use the same outputs to develop and produce learning materials.

6. Ensure that student needs are identified and responded to and to provide pastoral care within a specified area.

7. Participate in and develop external networks, for example to contribute to student recruitment, secure student placements, facilitate outreach work, generate income, obtain consultancy projects and build relationships for future activities ensuring that the knowledge obtained from scholarly and external activities is extended, transformed and applied to teaching.

8. Take responsibility for administrative duties in areas such as admissions, time-tabling, examinations, assessment of student progress and attendance, collaborating with colleagues on the implementation of assessment procedures, contributing towards the accreditation of courses and quality control processes and to provide advice on strategic issues such as student recruitment and marketing.

9. Undertake any other duties within their competence as required by the University.

Context

The Active Travel Academy is a new transdisciplinary centre for research, teaching, and outreach related to active travel and to reducing the use of motorised transport. Closely allied to the School of Architecture and Cities, it works across the University's 12 Schools, with members from disciplines including media studies, computer sciences, politics and law, and health and bioscience. The Academy is financially supported by the Quintin Hogg Trust and seeks to support core university aims including doubling our research income and creating innovative collaborations that enhance our student experience.

The School of Architecture and Cities hosts a suite of postgraduate transport and planning courses, including our MSc Transport Planning and Management, which focuses on policy and planning for sustainable transport systems. Related programmes cover urban design, urban planning, and freight transport. The School conducts a variety of funded research programmes for local, national, and international organisations within related areas.

We are looking to recruit a Senior Lecturer to work with colleagues as part of the new Active Travel Academy (50%) and to teach postgraduate courses in the School of Architecture and Cities, primarily the MSc Transport Planning and Management (50%). For the Active Travel Academy, the postholder will work with colleagues to develop an innovative elective module on Active Travel and help run collaborative short summer school courses. For the MSc Transport Planning and Management, they will contribute to transport planning modules, within which some quantitative expertise would be an advantage. They will also supervise postgraduate research students and be expected to engage with and undertake research.

The postholder will possess sufficient breadth or depth of specialist knowledge in their discipline to deliver modules and the provision of learning support. The postholder will need to apply appropriate methods of teaching and learning in the subject area, adjusted appropriately to the level of the academic programme to ensure that the range of delivery techniques enthuse and engage students. This will require the application of appropriate learning technologies to support how students learn, both generally and in the subject. This postholder will require the ability to routinely communicate complex and conceptual ideas to those with limited knowledge and understanding as well as to peers using high-level skills and a range of media.

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. They will be expected 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.

There may be a requirement to supervise student projects, fieldwork or placements depending on the module or course.

The Westminster Professional Recognition and Enhancement Scheme for Teaching (PRESTige) is 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. For further information, contact Centreforteachinginnovation@westminster.ac.uk

DIMENSIONS

This post is situated within the School of Architecture and Cities, based at the Marylebone Campus. The School offers a range of professionally accredited postgraduate courses with the area of Built Environment, covering areas such as Architecture, Interior Design, Building Technology, Town Planning, Urban Design, Tourism and Transport studies. These courses hold a number of accreditations, recognitions and validations from professional bodies including the Royal Town Planning Institute, the Chartered Institute of Logistics and Transport, and the Chartered Institute of Housing.

This Senior Lecturer position involves a contribution to existing teaching programmes, largely focused around the Transport Planning and Management course, which attracts a cohort of engaged postgraduates, many already working in transport planning, engineering, and policy. The position also involves developing new interdisciplinary content as part of the new Active Travel Academy, including an elective module and short summer courses. The postholder will have the opportunity to design innovative new material for this, supported by input from colleagues and the Academy Director.

The school has a strong research base in the fields of planning and transport, and urban infrastructures, among others. The Senior Lecturer will also engage in research and scholarly activity, individually and in collaboration with colleagues. This will include making applications for external funding, disseminating research widely, and publishing in highly rated international journals.

The Senior Lecturer will have a PhD or equivalent level of knowledge, teaching experience and a research background within the broad fields of transport planning and urban infrastructure. This position also involves a good knowledge of academic debates within transport and planning, and the ability to ensure research will have

impact within wider policy and practice. It requires commitment to delivering high quality and critical professional education for our postgraduate student cohort.

Person Specification
Senior Lecturer

Qualifications	Essential	Desirable
Degree	E	
Post-Graduate Degree or Professional Qualification	E	
PhD or an equivalent level of knowledge, supported by evidence, which demonstrates you are a recognised expert with an authoritative understanding of your specialised field or discipline. You will have gained this knowledge through very broad and extensive experience, having built on a sound understanding of concepts and principles, through your wide and significant exposure to complex practices and precedents, within either industry, consultancy or private practice. Or Substantial proven teaching experience	E	
Teaching Qualification, (e.g. PGCHE Learning & Teaching) or the commitment to achieve this at the earliest possible date.	E	
An expectation of prior attainment of HEA Fellowship or a willingness to undertake and engage with the University's PRESTige scheme for the appropriate category within an agreed timeframe	E	
Senior Fellowship		D
You will have proven experience and evidence of achievement of:- Substantial proven teaching experience or Substantial proven experience in relevant professional activity	E	
Research and teaching experience within subject specialism with a proven record of	E	

achievement in the chosen field reflected in a growing reputation.		
Evidence of research programme design combined with a level of innovation and impact of research and published research results.	**E**	
Evidence of ability to attract research funding and/or bids for other financial support, or equivalent.		**D**
Extensive experience and demonstrated success in planning building a team and delivering research results.	**E**	
Extensive experience of developing and devising models, techniques and methods.	**E**	
Extensive experience and demonstrated success in developing methods, coaching and management skills		**D**

Attributes and Skills		
High level analytical capability.	E	
Ability to communicate information clearly, with skills in counselling and motivating students at all levels.	E	
Ability to design and deliver course materials and to contribute towards the broader academic processes, for example; course development, assessment exercises, examinations and student recruitment.	E	
Ability to assess and organise resources.		D
Ability to monitor and ensure effective management of assets and budgets allocated as part of the role and management resources.	E	
An understanding of and ability to contribute to broader management processes.	E	
Skills in managing and motivating staff.	E	
Proven ability to devise and advise on and manage learning and research programmes.		D
IT skills minimum requirements: Word, Excel, PowerPoint (i.e. Microsoft package): plus Email, intranet and Blackboard		D
Personal Attributes		
Fully committed to creating 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.	E	