1 Advertisement

Post Title: Lecturer (Education and Scholarship)
School/department: Engineering and Informatics/Engineering and Design
Hours: full time or part time hours considered up to a maximum of 1.0 FTE
Requests for flexible working options will be considered (subject to business need).
Contract: permanent
Reference: 5702
Salary:
Grade 7 starting at £33,797 and rising to £40,322 per annum, pro rata if part
Grade 8 starting at £41,526 rising to £49,553 per annum, pro rata if part time.
Placed on: 15 June 2021
Closing date: 06 July 2021  Applications must be received by midnight of the closing date.
Expected Interview date: To be confirmed
Expected start date: 1st September 2021

The Department of Engineering and Design at the University of Sussex is looking to appoint two Education and Scholarship Lecturers in engineering with expertise in one or more of the areas of electrical/electronic engineering, mechatronics, robotics and automation. The Department is part of the School of Engineering and Informatics, which delivers world-class research and high-quality teaching in automotive, electrical and electronic engineering, mechanical engineering, robotics, product design as well as in computer science.

The successful applicant will be responsible for devising and delivering teaching for the Department in our electrical/electronic with robotics and mechanical with robotics courses. We are looking for enthusiastic and adaptable individuals who will integrate easily into the department, able to take over various teaching roles. An important part of the activity will be teaching in our Trans National Education programmes abroad.

Applications should be accompanied by a full CV and statement of ways in which the applicant could contribute to teaching across the Department.

Informal enquiries may be addressed to Dr Romeo Glovnea, the Head of Department (r.p.glovnea@sussex.ac.uk).

The University is committed to equality and valuing diversity, and applications are particularly welcomed from women and black and minority ethnic candidates, who are under-represented in academic posts in Science, Technology, Engineering, Medicine and Mathematics (STEMM) at Sussex.
The University of Sussex values the diversity of its staff and students, and we welcome applicants from all backgrounds.

2. The School / Division

Please find further information regarding the department at Engineering and Design: University of Sussex

3. Job Description for Lecturer A

Job Description for the post of: Lecturer A, Education and Scholarship

Department: Engineering and Design

Section/Unit/School: Engineering and Informatics

Location: Brighton

Grade: 7

Responsible to: Head of Department

Responsible for: NA

KEY RESPONSIBILITIES

1. Teaching & Student Support

1.1 Contribute to the planning, delivery and assessment of high-quality undergraduate and postgraduate teaching, in liaison with the relevant programme and course convenors.

1.2 Contribute to the development, design and management of courses and new curriculum proposals that are attractive to students.

1.3 Ensure that teaching content, methods of delivery and learning materials will meet the defined learning objectives, including the use of appropriate technology.

1.4 Set, mark, and assess coursework and examinations; select appropriate assessment instruments and assessment criteria; and provide constructive and comprehensive feedback to students.

1.5 Ensure that teaching materials remain up-to-date and relevant, incorporating advances in the subject area into the course of study.
1.6 Develop and maintain an understanding of appropriate pedagogy in the subject area and respond to challenges.

1.7 Supervise the work of undergraduate and taught postgraduate students, providing them with advice on study skills, projects, fieldwork and placements.

1.8 Undertake and complete administrative duties required in the professional delivery of teaching.

1.9 Make a significant contribution to the accreditation of courses and quality-control processes.

1.10 Undertake academic advising duties, and provide first-line support for sensitive issues, referring on as appropriate to services providing further assistance.

1.11 Adopt an approachable and accessible attitude towards students, offering office hours, informal advice etc.

1.12 Transfer knowledge in the form of practical skills, methods and techniques.

1.13 Supervise the work of students, provide advice on study skills and help them with learning problems.

2. Scholarship & Enterprise

2.1 Individually or with colleagues, explore opportunities for enterprise activity, third stream income and/or consultancy.

2.2 Build internal contacts and participate in internal networks and relevant external networks in order to form relationships and collaborations.

2.3 Supervise doctoral students as part of a supervision team, as appropriate to the discipline.

2.4 Continually update knowledge and understanding in field or specialism, and engage in continuous professional development.

2.5 Translate knowledge of advances in the subject area into the course of study

2.6 Undertake scholarship to inform education to ensure excellent learning experience for students

3. Contribution to School & University

3.1 Attend and contribute to School meetings.

3.2 Engage in activities beyond day-to-day teaching duties, for example Admissions Days.

3.3 Assist with undergraduate and postgraduate recruitment.
3.4 Participate in School or University working groups or committees, as required.

3.5 Undertake additional administrative duties, as required by the Head of School.

4. Role-specific duties

4.1 Deliver lecturers, seminars, laboratory or workshop classes in the fields of electric/electronic engineering, robotics, mechatronics or automation both at the Sussex campus in Falmer/Brighton, and at our TNE partners, Zhejiang Gongshang University, in Hangzhou, China.

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

INDICATIVE PERFORMANCE CRITERIA

1. High quality teaching performance across a range of teaching activities, at different levels (year 1 undergraduate to postgraduate) appropriate to the discipline; as evidenced by surveys, questionnaires and peer review.

2. Evidence of skill in assessment and feedback techniques, and using a range of methods for evaluating the effectiveness of teaching.

3. Demonstrable contribution to the planning and development of courses.

4. Delivering a teaching load in line with School expectations.

5. Evidence of applying knowledge arising from scholarship to enhance teaching practice.

6. Evidence of active engagement in advising students and proactively responding to problems experienced by students.

7. Completion, within a reasonable period of time, of a recognised higher education teaching qualification.

8. Efficient and effective contribution to academic support duties within the School or the University.

9. Initiating, developing or participating in links between the University and external bodies such as business and industry, the professions, community organisations and policy-makers.

10. Evidence of successful engagement in PhD supervision as appropriate to the discipline.

11. Efficient and effective contribution to academic support duties within the School or the University.
PERSON SPECIFICATION

ESSENTIAL CRITERIA

1. Normally educated to doctoral level, or other equivalent qualification, or appropriate level of experience, as appropriate to the discipline (see role-specific criteria below).

2. Excellent interpersonal skills, with the ability to engage with students using a variety of teaching methods.

3. Experience of teaching at undergraduate level.

4. Excellent presentation skills, with the ability to communicate effectively, both orally and in writing, with students, colleagues and external audiences.

5. Ability to work individually on own initiative and without close supervision, and as part of a team.

6. Ability to exercise a degree of innovation and creative problem-solving.

7. Excellent organisational and administrative skills.

8. Ability to prioritise and meet deadlines.

9. A willingness to participate in student support activities beyond required teaching duties.

10. Excellent IT skills, with the ability to produce high-quality, inclusive learning materials.

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. A degree of experience in teaching in higher education institutions is essential such that the successful applicants will be able to fit in the role smoothly and start delivering teaching from the beginning of the academic year 2021/2022.

DESIRABLE CRITERIA

1. Experience of successful curriculum design or re-design.

2. A recognised higher education teaching qualification.

3. Membership of a professional body.

4. Emerging record of developing an education portfolio with some focus on scholarship.
4. Job Description for Lecturer B

Job Description for the post of: Lecturer B, Education and Scholarship

Department: Engineering and Design

Section/Unit/School: Engineering and Informatics

Location: Brighton

Grade: 8

Responsible to: Head of Department

Responsible for: NA

KEY RESPONSIBILITIES

2. Teaching & Student Support

1.14 Engage in the planning, delivery and assessment of innovative high-quality undergraduate and postgraduate teaching, in liaison with the relevant programme and course convenors.

1.15 Identify, design, develop and manage new curriculum proposals that are attractive to students.

1.16 Develop high-quality inclusive teaching materials, methods and approaches, take responsibility for their quality, and ensure that they meet defined learning objectives.

1.17 Ensure that teaching materials remain up-to-date and relevant, incorporating advances in the subject area into the course of study, and utilising appropriate technology.

1.18 Set, mark, and assess coursework and examinations; select appropriate assessment instruments and assessment criteria, and provide constructive and comprehensive feedback to students.

1.19 Undertake continuous professional development to maintain an understanding of appropriate pedagogy in the subject area.

1.20 Supervise the work of undergraduate and taught postgraduate students, providing advice on study skills.

1.21 Contribute to the accreditation of courses and quality-control processes.

1.22 Undertake and complete administrative duties required in the professional delivery of teaching.

1.23 Undertake academic advising duties, and provide first-line support for sensitive issues, referring on as appropriate to services providing further assistance.
1.24 Adopt an approachable and accessible attitude towards students, offering office hours, informal advice etc.

1.25 Supervise student projects, fieldtrips and, where appropriate, placements.

1.26 Supervise the work of others, and co-ordinate work to ensure modules are delivered to the required standards.

4. Scholarship & Enterprise

2.7 Make presentations at conferences, or exhibit work in other appropriate events, and identify ways to disseminate results of scholarly activity informally via the internet, the media, and other forms of public engagement.

2.8 Identify sources of funding and secure or contribute to the process of securing bids.

2.9 Identify and secure opportunities for enterprise activity, knowledge exchange income and/or consultancy.

2.10 Actively build internal and external contacts, and play a key role in internal networks and relevant external networks in order to, for example, identify sources of funding, secure student placements, and build relationships for future activities.

2.11 Supervise doctoral students as part of a supervision team.

2.12 Contribute to a relevant national professional body or recognised events.

2.13 Continually update knowledge and understanding in field or specialism, and engage in continuous professional development.

2.14 Engage in subject, professional and pedagogic research as required to support education activities

2.15 Extend, transform and apply knowledge acquired from scholarship to education and appropriate external activities

2.16 Conduct individual or collaborative scholarly projects

2.17 Develop and produce learning materials and disseminate the results of scholarly activity

5. Contribution to School & University

3.6 Attend and contribute to School meetings.

3.7 Engage in activities beyond day-to-day teaching duties, for example Admissions Days.

3.8 Assist with undergraduate and postgraduate recruitment.

3.9 Undertake an administrative or organisational role within the School e.g. Library Representative, Year Tutor or personal academic tutoring.

3.10 Play a key role in School or University working groups or committees, as required.
3.11 Advise and provide support to less experienced colleagues.

3.12 Conduct risk assessments, and take responsibility for the health and safety of others, if required.

3.13 Undertake additional administrative duties, such as time-tableing, examinations, assessment of progress and student attendance, as required by the Head of School.

5. Role-specific duties

4.1 Deliver lecturers, seminars, laboratory or workshop classes in the fields of electric/electronic engineering, robotics, mechatronics or automation both at the Sussex campus in Falmer/Brighton, and at our TNE partners, Zhejiang Gongshang University, in Hangzhou, China.

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

INDICATIVE PERFORMANCE CRITERIA

1. A record of development of new modules/groups of modules, course or significant components of schemes of study or CPD courses.

2. Proven and sustained track record of successful teaching at the levels appropriate for the post.

3. A high standard of teaching performance as judged by standard evaluation methods.

4. Evidence of using feedback information from a range of sources to improve the student experience.

5. Evidence of using knowledge arising from research and scholarship to enhance teaching and curriculum development.

6. Evidence of engagement in advising students and proactively responding to student problems.

7. Evidence of contributions to a relevant national professional body or recognised event.

8. Evidence of identifying and employing current pedagogic best practice to improve the student experience.

9. Doctoral supervision

10. Involvement in the creation, transfer and use of results of research through a range of knowledge exchange activities.

11. Success in transferring research results into commercial, professional, public sector or other practical use.
PERSON SPECIFICATION

ESSENTIAL CRITERIA

11. Normally educated to doctoral level, or other equivalent qualification, or appropriate level of experience, as appropriate to the discipline (see role-specific criteria below).

12. Excellent interpersonal skills, with the ability to engage with students using a variety of different methods.

13. Experience of teaching at undergraduate and taught postgraduate level.

14. Evidence of significant independent contribution to the design and execution of research.

15. Excellent presentation skills, with the ability to communicate effectively, both orally and in writing, with students, colleagues and external audiences.

16. Excellent organisational and administrative skills.

17. Ability to prioritise and meet deadlines.

18. A willingness to participate in support activities beyond normal classroom duties.

19. Excellent IT skills, with the ability to produce high-quality learning support materials.

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. Experience in teaching in higher education institutions is essential such that the successful applicants will be able to fit in the role smoothly and start delivering teaching from the beginning of the academic year 2021/2022.

DESIRABLE CRITERIA

1. Experience of successful curriculum design or re-design.

2. A recognised higher education teaching qualification.

3. Membership of professional body, if appropriate.

4. Emerging record of developing an education portfolio with some focus on scholarship.