**JOB DESCRIPTION**

| Job Title: | Lecturer/Senior Lecturer in Built Environment | Grade: | AC2/AC3 |
|---|---|---|---|
| Department: | School of Engineering and Built Environment | Date of Job Evaluation: | April 2024 |
| Role reports to: | Head of School Construction/Built Environment Portfolio Lead | SOC Code: | 2311 |
| Direct Reports | N/A | | |

This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.

**PURPOSE OF ROLE:**

This is a key role for the effective delivery of the school's programmes and enhancement of student experience.  It requires an innovative approach to course delivery and student support, making full use of information technology, but also applying theory to practice through structured lectures, project orientated work and case studies; site visits and other non-classroom-based activities.

The primary purpose will be to design, develop, deliver, and administer courses, enable the review and external accreditation of those courses, and provide academic and pastoral care to students to enhance their experience. Post holders will also be expected to design, develop, and manage academic programmes. Desirably, they will be expected to generate income through enterprise, consultancy and CPD activities. Overseas travel may be required.

Successful candidates will be required to undertake high quality research resulting in externally generated funding and peer-reviewed journal outputs related to own expertise, or other areas aligned to faculty priorities and the different research centres.

**KEY ACCOUNTABILITIES:**

Post-holders will be based within the Construction/Built Environment Portfolio but will be expected to work with other portfolios within the School of Engineering and the Built Environment. These posts are based at the university's Greenwich campus, but all staff are expected to work at any of the other campuses and may be required to work in one of the school's overseas centres.

**Team Specific:**
- Contribute to the delivery of high quality, innovative and effective teaching, and new teaching initiatives, including inclusive approaches to setting and marking assessment.

- Work proactively on specific research topics aligned to own and Faculty research interests.
- Contribute to the work of the portfolio and fully participate in the team activities.
- Contribute to the development and continual improvement of programmes and courses, and participate fully in programme review and approval.
- Lead on personal and academic tutoring of students.
- Lead and support others in the design and development of new modules.
- Lead in the design and management of programmes.
- Contribute to curriculum design and enhancement within the school.
- Lead/contribute to the delivery of external accreditation activities.
- Contribute to the integration of enterprise work/research and scholarship and activities into teaching or professional training materials.
- Participation in the delivery of new courses, including CPD and degree apprenticeships, integrating enterprise, innovation, or external engagement activities.
- Contribute to subject, professional and/or pedagogical research leading to the publication and / or dissemination of original work.
- Participate fully in the learning and quality process including preparation for and attendance at Progression and Award Boards, Subject Assessment Panels, Examination Scrutiny Panels, Learning and Quality meetings, extenuating circumstances panels, plagiarism panels and other meetings necessary for the effective operation of the School, Faculty and University.
- Contribute to the research profile of the academic unit and to the REF submission of the appropriate engineering research group.
- To contribute and initiate the development of funding bids which contribute to the acquisition of internal and external resources to fund research, enterprise, or teaching projects.
- Contribution to the continuous improvement of the student experience or lead programmes / modules effectively including adopting a responsive approach to students.
- Effective cross working with Professional Services to support students.
- Contribute to relationship management and engagement with key external bodies for teaching at regional and national levels, the general public / cultural sectors / business, industry / professional bodies in relation to teaching, research or enterprise.
- Maintain effective, high quality and productive working relationships with professional bodies and employers.
- Supervision of undergraduate and postgraduate students.
- Work with other academics and lead the development of new courses, programmes and learning experiences in the school's discipline areas, developing the subject area and sharing best practice across the Faculty and University.
- Work with other academics and the administrative teams to deliver excellent student care and support student success and employability.
- Contribute to the general academic administrative work of the school.

**Generic:**

- Assist the Engineering Team in achieving the School's KPIs and University's [Strategy](). The continual improvement of student experience will be a key activity for all teaching staff and will form an important part of this role within the School.
- Contribute to School plans, activities and efficient working practices.
- Participate in visit to schools, local community groups, public engagements, and related activity.
- Demonstrate a commitment to equality, diversity and inclusion through teaching practice and / or engagement with University's initiatives.
- Contribute to peer review and School-based teaching development activities.
- Promote your work and represent your discipline and the work of the University internally and externally, and take a proactive approach to ethical, good practice.
- The post-holder will be required to act as personal tutor for students and undertake any necessary training to prepare for this activity.
- The post-holder will make a major contribution to other aspects of the portfolio's activities and will be expected to attend meetings and other events both within and outside the school as required and will be expected to interact with a range of organisations including professional bodies, employers, schools and colleges.

**Core Requirements:**
- Adhere to and promote the University's policies on Equality and Diversity and Information Security.
- Ensure compliance with Health & Safety and Data Protection Legislation.
- Support and promote the University's Sustainability policies, including the Carbon Management Plan and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the University's negative environmental impacts wherever possible.

**Additional Requirements:**
Undertake any other duties as requested by the line manager or appropriate senior manager, commensurate with the grade.

This is a professional, demanding role within a complex organisation with an ambitious strategic plan and agenda for change. The role holder will be expected to show flexibility in working arrangements, including working hours, to ensure that the Engineering Team delivers the required level of service.

**KEY PERFORMANCE INDICATORS:**
Performance Indicators will be established in consultation with the Head of School as part of the post-holder's annual Appraisal and Professional Development Review.

**KEY RELATIONSHIPS (Internal & External):**

- Head of School
- Associate Heads of School for Student Success, and Research and Knowledge Exchange.
- Academic Portfolio Lead
- Overseas partners and link tutors
- Representatives of industry and professional bodies
- Other academic and administrative staff in this and other faculties and Schools of the University

# PERSON SPECIFICATION

| Essential | Desirable |
|---|---|
| **Experience**<br>• Teaching and/or research experience in at least two of the specialist areas listed below:<br>    **i.** Construction Economics<br>    **ii.** Management and Economics of the Built Environment<br>    **iii.** Commercial Management<br>    **iv.** Real Estate Development and Investment<br>    **v.** Development Economics and Planning<br>• Delivery and/or leading at undergraduate and/or postgraduate level in at least two of the above specialist areas.<br>• Conducting high quality, innovative and effective teaching on postgraduate and undergraduate programmes.<br>• Designing and leading teaching and assessment activities.<br>• Leading courses/modules effectively including adopting a responsive approach to students.<br>• Supervision of undergraduate and postgraduate projects.<br>• Development and effective management of academic programmes.<br>• Leading and contributing to subject, professional and/or pedagogical research and other scholarly activities in the specialist areas listed above.<br>• Familiarity with external accreditation activities<br>• Effective communication. | **Experience**<br>• Creating professional / community partnerships.<br>• Ability to teach across disciplines.<br>• Leading on external accreditation activities.<br>• High quality publications.<br>• Initiating the development of Research bids<br>• Delivering multi-disciplinary projects |

- Student care and pastoral provision

**Skills**
- Excellent written and oral communication skills.
- A flexible approach to work.
- Willingness to develop new skills appropriate to the role.
- Self-motivated and able to work unsupervised.
- Effective team worker.
- Committed to a career in higher education.
- Good IT skills.

**Qualifications**
- A higher degree (MSc / MA or higher) in a related discipline.
- Candidates with MSc / MA should demonstrate a willingness to register on a PhD programme within an agreed period.
- Teaching Qualification (eg. PGCE in Higher Education) or the commitment to achieve this in the first year of employment.

**Personal attributes**
- We are looking for people who can help us deliver the values of the University of Greenwich: Inclusive, Collaborative and Impactful

**Skills**
- Individual and /or collaborative income generation
- Application for research funding and other bids.
- Individual and/or collaborative consultancy work [where applicable].

**Qualifications**
- PhD in a related discipline.
- Professional Body Membership (Chartered Membership of a relevant body such as RICS, CIOB, CIBSE, IOSH and/or BOHS)
- Fellowship of HEA

**Personal attributes**
- N/A