

University of Greenwich

JOB DESCRIPTION

Job Title:	0.5 Senior Lecturer: Landscape Architecture Design Coordinator	Grade: AC3	
Department:	Architecture and Landscape	Date of Job Evaluation:	
Role reports to:	Head of Department		
Direct Reports	Academic Leader Landscape		
Indirect Reports:	Faculty Pro-Vice Chancellor		
Other Key contacts:			
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 Department's programmes and enhancement of student experience. It requires an innovative approach to course coordination, delivery and student support making full use of information technology but also applying theory to practice through structured lectures and seminars, 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 in Landscape Architecture within the Landscape Architecture programmes, enable the review and accreditation of those courses where applicable and provide academic and pastoral care to students registered on programmes, enhancing student experience whenever the opportunity arises. The post-holder may also be required to teach on other courses in the Department at the discretion of the Head of Department.

In addition, the post holder will be required to undertake high quality architectural research resulting in externally generated funding, peer-reviewed journal outputs, international publications or exhibitions.

KEY ACCOUNTABILITIES:

The post-holder will be based within the Architecture and Landscape Department. The post is currently located at the University's Stockwell Street in Greenwich. The successful candidate will be expected to work in any of the University's campuses and may be required to work in of the School's overseas centres.

Team Specific:

To provide high quality teaching and course coordination in the following area

- Landscape Architecture

All post-holders will be expected to:-

1. Contribute to the work of the programme team and fully participate in the team activities
2. Contribute to the development and continual improvement of programmes and courses
3. Participate fully in programme review and approval.
4. Introduce innovation in course development and delivery and share good practice
5. Apply traditional and innovative theory and practice in the context of landscape architecture.
6. Work effectively with academic colleagues and administrative staff
7. 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 Department, School and University.
8. Participate fully in the student recruitment process including attendance at open days and being available during the clearing phase when required.

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9. Take on the role of course coordinator for appropriate courses and produce the necessary reports punctually
10. Provide assessments and mark submitted work within the specified timeframe
11. Attend programme and department meetings when required.

Generic:

The post-holder will be able to take on the responsibility for the effective delivery of a range of courses and ensure that they are properly administered including the collection and presentation of marks to the Progression and Award Board. The continual improvement of student experience will be a key activity for all teaching staff and will form an important part of this particular role within the Department. 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 Department'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.

Although this is a teaching post, the post-holder will be required to interact with an appropriate professional body at a senior level and generate income through enterprise, consultancy and CPD activities. The post-holder will be expected to inform their teaching through their professional practice.

Managing Self

- Participate appropriate continual professional development
- Develop and improve interpersonal and communication skills
- Develop and improve team working skills
- Keep technical and academic knowledge up-to-date and relevant
- Manage time effectively

Core Requirements

- Adhere to and promote the University's Equality and Diversity policies
- Ensure compliance with Health & Safety regulations
- 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:

The post-holder may be required to register on a PhD or otherwise undertake agreed research and publications. The post-holder will normally be required to have a PgCert or equivalent or be willing to register for the PgCert offered by the University

KEY PERFORMANCE INDICATORS:

- Monitor and evaluate courses in accordance with the requirements of the Head of Department
- Attendance and SAPs and PABs as required by Academic Leader, Head of Department
- Attendance at Programme Committees, Departmental Meetings, Programme Team Meetings and other meetings as instructed by Academic Leader and Head of Department
- Production of assessments in a timely manner, in accordance with course requirements and within the timescale set by the Examinations Officer and course coordinator
- Timely marking of assessments in accordance with the Department's assessment policy.
- Regular recorded meetings with personal tutees.
- Updating of teaching material, ensuring all courses have a presence on the University's virtual learning environment

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KEY RELATIONSHIPS (Internal & External):

- Head of Department
- Academic Leader
- Overseas partners and link tutors
- Representatives of industry and professional bodies
- Other academic and administrative staff in this and other schools and departments of the University

PERSON SPECIFICATION	
Essential	Desirable
<p>Experience</p> <ul style="list-style-type: none"> • Proven record of innovative teaching at undergraduate level in the area of Landscape Architecture. • Course coordination and course delivery at undergraduate level. • Experience of communicating effectively and delivering courses on a multi-disciplinary basis • Curriculum development <p>Skills</p> <ul style="list-style-type: none"> • 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 <p>Qualifications</p> <ul style="list-style-type: none"> • A Degree/Masters Degree in Landscape Architecture or an equivalent professional qualification 	<p>Experience</p> <ul style="list-style-type: none"> • Professional or commercial experience in Landscape Architecture. • Using the internet to disseminate information and as a teaching tool • Good publication record of high quality outputs <p>Qualifications</p> <ul style="list-style-type: none"> • A PhD (or the willingness to obtain one) in an appropriate subject OR membership of a recognised and relevant professional organisation. • Post-graduate certificate of education or equivalent

Signature(s)

Date of issue.....