

JOB DESCRIPTION

Job Title:	Senior Lecturer in Quantity Surveying	Grade:	AC3
Department:	Built Environment	Date of Job Evaluation:	August 2017
Role reports to:	Head of Department		
Direct Reports	None		
Indirect Reports:	None		
Other Key contacts:	None		
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:

The post holder will be based within the Built Environment Department but will be expected to work with other departments within the Faculty of Architecture, Computing & Humanities. This is a key role for the effective delivery of the Department's programmes and enhancement of the student experience. It requires an innovative approach to programme delivery and student support. The post holder will be expected to provide student support by 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 post holder will also be expected to organise and provide academic and pastoral care to students registered on programmes, enhancing student experience whenever the opportunity arises. Post holders will also be expected to generate income through research/enterprise/consultancy or CPD activities.

In addition, the post holder will be required to undertake the following activities:

- High quality research resulting in externally generated funding and peer-reviewed journal outputs in sustainability or another area of importance to the Department.
- Liaise at a senior level with relevant professional bodies and proactively engage in the developments of their education/research activities.

KEY ACCOUNTABILITIES:

Team Specific:

- Developing course materials for teaching and learning at undergraduate and postgraduate levels, with a particular emphasis on Quantity Surveying and Construction Management
- Working as part of a small team in delivering courses as part of a programme.
- Undertaking research and publication alongside other scholarly activity and personal

development in quantity surveying or a related discipline

- Providing effective communication of complex ideas in a range of academic situations.
- Developing an individual research profile & engaging in bidding for research funds
- Liaising with the Department's existing employer contacts in professional bodies and related sectors, and developing new contacts
- Developing new course structures as part of programme development.
- Mentoring and supporting team members in research, teaching and learning situations.
- Being an effective communicator across a programme team.
- Developing, employing and disseminating innovative teaching and assessment techniques at undergraduate and postgraduate levels.
- Apply traditional and novel property and quantity surveying/construction theory and practice in the context of practical case studies and scenarios
- Work effectively with academic colleagues and administrative staff
- 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, Faculty and University.
- Participate fully in the student recruitment process including attendance at open days and being available during the clearing phase when required.
- Produce annual portfolio monitoring and course coordinator's reports punctually
- Provide assessments and mark submitted work within the specified timeframe
- Attend programme and department meetings when required.
- Participate in the Staff Appraisal process including professional and academic development.
- Other duties as specified by the Head of Department

Generic:

To contribute actively to an outstanding learning experience for students by balancing research, teaching and administration by:

- Engaging in knowledge exchange and other activities which make an impact on society and the economy;
- Undertaking and manage activities that are recognized nationally and internationally to enhance professional practice and the professional practice of our students;
- Undertaking curriculum development in line with the team interests;
- To undertake assessment and administrative duties as required;
- Developing links with the wider University (e.g. external validation panels, review panels etc)
- To engage with the department's research agenda.

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 policies on Equality and Diversity and Information Security
- 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 research. 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:

Performance Indicators will be established in consultation with the Head of Department as part of the post-holder's annual Appraisal and Professional Development Review. They are likely to include:

- Student feedback and NSS scores
- Student retention, progression and employability
- Increasing the number or variety of placements and employability activities for students.
- Excellent research outputs

KEY RELATIONSHIPS (Internal & External):

- Students
- Academic colleagues
- Employers and practitioners
- Head of Department and other Senior Faculty Staff
- Department administrative staff
- Research community in area of subject specialism
- Teaching community in areas of best practice
-

PERSON SPECIFICATION	
Essential	Desirable
Experience Development and management of academic programmes and of programme delivery in	Experience

<p>the HE sector</p> <p>Teaching and professional or commercial experience or research experience in one or more of the following disciplines</p> <ul style="list-style-type: none"> • Quantity Surveying • Construction Technology • Construction Management Project Management Facilities Management Property • Investment/Development/Management • Quantity , Building or General Practice Surveying (CIOB/RICS) • Occupational Safety and Health Sustainability/Environment <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/Master Degree or an equivalent professional qualification/experience in an appropriate discipline • Membership of an appropriate professional organisation <p>Personal attributes</p> <ul style="list-style-type: none"> • We are looking for people who can help us deliver the values of the University of Greenwich: Excellence, Determination, Inclusivity, Ambition and Creativity 	<ul style="list-style-type: none"> • Experience of communicating effectively and delivering projects on a multi-disciplinary basis • Using the internet to disseminate information and as a teaching tool • PhD supervision • Experience in educational management and administration • Experience of securing research funds. <p>Skills</p> <ul style="list-style-type: none"> • Leadership potential. • The ability to support student engagement activities with external stakeholders. • Record of published work in professional or refereed journals. • Understanding of and ability to contribute towards broader management issues • The ability to contribute to programme and course development. <p>Qualifications</p> <ul style="list-style-type: none"> • PhD or equivalent higher research degree • Post-graduate certificate of education or equivalent <p>Personal attributes</p> <ul style="list-style-type: none"> • N/A
---	--

--	--

