

## JOB DESCRIPTION

<b>Job Title:</b>	Lecturer in Statistics	<b>Grade:</b>	AC2
<b>Department:</b>	Mathematical Sciences	<b>Date of Job Evaluation:</b>	July 2017
<b>Role reports to:</b>	Head of Department		
<b>Direct Reports</b>	None		
<b>Indirect Reports:</b>	None		
<b>Other Key contacts:</b>	Programme Leaders, Course Leaders, Administrators		
<p>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.</p>			

**PURPOSE OF ROLE:** Delivering high quality teaching in Statistics to students on undergraduate and postgraduate programmes in the Mathematical Sciences; curriculum development; pastoral care of students; outreach activities; undertaking research activities; publication of high quality outputs.

### KEY ACCOUNTABILITIES:

#### Team Specific:

- Teaching Statistics to undergraduate and postgraduate students
- Working individually and with others to design, develop and critically evaluate learning, teaching and assessment activities and materials
- Setting, marking and moderating assessments
- Contributing to curriculum developments in line with Departmental needs
- Developing general skills and employability skills through curriculum delivery
- Acting as a Personal Tutor for students
- Delivering high quality academic administration
- Supervising projects at undergraduate and postgraduate level
- Supervising PhD students
- Supervising students on placements
- Developing and delivering outreach activities

#### Generic:

- Undertaking individual and/or collaborative research activities
- Producing high-quality publications
- Developing a personal profile in research
- Making applications for external funding

- Building networks with external organisations and engaging in knowledge exchange and other related activities
- Participation in recruitment activities and attending Open Days to represent the Department
- Assisting in the administration and management of courses
- Assisting the Department of Mathematical Sciences in achieving its KPIs
- Undertaking administrative duties as required
- Contributing to Department and Faculty activities

### **Managing Self**

- Taking responsibility for maintaining own continuous professional development (CPD)
- Working to deadlines and project plans
- Responding to enquiries in a timely and effective manner

### **Scholarship and Consultancy**

- Participating in the research activities of the Department, maintaining high professional standing in own discipline and developing own scholarly profile, including through publication outputs

### **Faculty and University Systems**

- Efficiently implement approved policies, guidelines and standard operating procedures in relation to academic duties, including the maintenance of student records, course co-ordination, tutoring and assessment, funding applications.

### **Student Care**

- Maintaining an overview of the welfare, progression, examination and assessment of allocated students.

### **Core Requirements**

- Adhering to and promoting the University's Equality and Diversity policies and Information Security
- Ensuring compliance with Health & Safety regulations
- Supporting and promoting the University's Sustainability policies, including the Carbon Management Plan, and carrying out duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible.

### **Additional Requirements:**

Any other duties commensurate with the post and grade as agreed with the Head of Department and PVC of the Faculty.

**KEY PERFORMANCE INDICATORS:**

- Maintaining excellent teaching standards and student satisfaction
- Delivering course tasks and material within agreed timescales and to agreed requirements
- Delivering assessment specifications and moderations by given deadlines
- Delivering student feedback by given deadlines
- Producing high quality publication outputs
- Delivering engaging outreach activities
- Contributing to the delivery of the Department's KPIs as appropriate

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

Head of Department of Mathematical Sciences  
Programme Leaders  
Staff in the Department of Mathematical Sciences  
Current Students and Prospective Students  
Administrative Teams

<b>PERSON SPECIFICATION</b>	
<b>Essential</b>	<b>Desirable</b>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Undergraduate and/or postgraduate teaching in Statistics</li> <li>• Evidence of ongoing research activity leading to high quality publication outputs</li> <li>• Assessment of undergraduates</li> <li>• Supervising undergraduate and/or postgraduate projects</li> <li>• Academic administration</li> <li>• Pastoral care of students</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Good subject knowledge of a broad range of Statistics in line with the Department's programme portfolio</li> <li>• Ability to teach across a range of areas within Statistics</li> <li>• Expertise in developing teaching materials and assessments</li> <li>• Knowledge of specialist statistical software including Minitab.</li> <li>• Good IT skills</li> </ul> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Honours degree in a subject in the Mathematical Sciences and a PhD in Statistics or a very closely related discipline</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Engagement in outreach activities</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Some knowledge of Financial Mathematics</li> <li>• Ongoing professional development in teaching</li> <li>• Using technology in teaching</li> <li>• Applying for funding</li> <li>• Individual and/or collaborative income generating activities</li> <li>• Successfully building academic and other networks</li> </ul> <p><b>Qualifications</b></p> <p>A PGCE, PGCertHE (or equivalent) or Fellowship of the Higher Education Academy</p>

**Personal attributes**

- We are looking for people who can help us deliver the values of the University of Greenwich: Excellence, Determination, Inclusivity, Ambition and Creativity.

**Personal attributes**

- N/A