

Job Description

Post Title and Post Number	Lecturer/Senior Lecturer in Portuguese - 51457
Organisation Advertising Description	School of Languages, Cultures, Art History and Music College of Arts and Law
Post Number	51457
Full Time/Part Time	Full Time
Duration of post	Permanent
Post is open to:	External and Internal candidates
Grade	Lecturer Grade 8 Senior Lecturer Grade 9
Salary	Lecturer - Starting salary is normally in the range £38,768 to £46,414 . With potential progression once in post to £52,219 a year. Senior Lecturer - Starting salary is normally in the range £47,801 to £55,389. With potential progression once in post to £72,224 a year.
Terms and Conditions	Academic Teaching Staff (non-clinical)
Closing Date	11 December 2015

Job Summary

To provide UG and PG teaching in Portuguese language and content options, to create and disseminate knowledge through conducting and publishing original research from within the field of Portuguese and Lusophone World Studies, and to lead and contribute to the development of suitable partnerships and collaborations with public and private organisations in Brazil. In addition, to contribute to the Department and/ or School through administrative roles and external activity, as appropriate.

Main Responsibilities

Research

- Plan and carry out original, high quality research using appropriate methodology and techniques, as part of the Department's submission to the next round of the UK Research Excellence Framework (REF).
- Develop research ideas and applications for external financial support
- If appropriate, project manage research activities, and/ or supervise other research staff
- Present findings in high quality publications and at conferences

- Develop novel methodologies and techniques appropriate to the type of research being pursued
- Supervise and examine PhD students, both within the institution and externally
- Provide expert advice to staff and students within the discipline
- Apply knowledge in a way which develops new intellectual understanding
- Develop and make substantial contributions to knowledge transfer, and enterprise (including business engagement, public engagement) and similar activity that is of manifest benefit to the College and the University.

Learning and Teaching

- Design and deliver new, engaging and innovative UG and PG teaching in Portuguese language and content options
- The willingness and ability to contribute to existing UG and PG provision in Translation Studies may be an advantage
- Plan and review own teaching approaches in Portuguese, and act as a mentor to encourage others to do the same
- Develop programme proposals and make substantial contributions to the design of teaching programmes more widely in the Department or School, as appropriate
- Where appropriate, undertake and develop the full range of responsibilities in relation to supervision, marking and examining (including summative assessment, assessed work, contributing to the final award – as a mark or as credit – such as unseen examinations, essays, dissertations or presentations.
- Use appropriate approaches to learning and teaching in the field
- Disseminate appropriate practices through suitable media
- Develop and advise others on learning and teaching tasks and methods
- Contribute to knowledge transfer, enterprise, business engagement, public engagement activities or similar on own specialism that enhances the student experience or employability and is of manifest benefit to the College and University
- Devise and supervise projects, student dissertations and practical work

Management/Administration

- Take a central role in the teaching and administration of Portuguese within the Department
- To devise and implement new and/ or revised processes (e.g. the introduction of new modules, or a recruitment drive)
- Advise on the academic and personal development of students
- Make a major contribution to some administrative activities within the University (e.g. appeals panels, working groups)
- Where appropriate, to contribute to enterprise, business development, and public engagement activities of manifest benefit to the College and University
- Develop and make substantial contributions to knowledge transfer, enterprise, business engagement, public engagement, widening participation, schools outreach.

Skills and Experience

General

- Normally, a higher degree relevant to the research/teaching area (usually PhD) or equivalent qualifications
- Considerable specialist subject knowledge
- Ability to devise, advise on and manage learning

- Skills in managing, motivating and mentoring others

Research

- Existing proven ability to conduct research and scholarship (e.g. PhD, publications)
- A strong international research and publications profile (Senior Lecturer) or the clear and developing capacity to achieve one (Lecturer), including an appropriate level of funding applications and grant capture

Teaching

- Substantive teaching experience
- Experience and demonstrated success in developing appropriate approaches to learning and teaching, and advising colleagues
- Experience and success in knowledge transfer, enterprise and similar activity that enhances the student experience or employability

Management Administration

- Ability to contribute to School/ Departmental management processes
- Ability to assess and organise resources effectively
- Understanding of and ability to contribute to broader management/ administration processes

Planning and Organising

- Plan for and set teaching programme objectives over a number of years
- Plan and manage own teaching courses at a range of levels (including design, delivery, assessment) as agreed with the Head of School
- Organise meetings/ conferences/ symposia
- Contribute to the administration/ management of teaching of Portuguese across the Department

Decision Making

- Develop learning and teaching approaches, including approach to mentoring
- Develop programme proposals and decide what contributions to make to the design of teaching programmes
- Develop research ideas
- In consultation with Research Leads decide how to develop and undertake the research
- Decide where and when to present research findings and what publications and conferences to target for this purpose (with guidance)
- Advise, supervise and examine PhD students
- Develop knowledge in specialist area
- Contribute to School/ Departmental management processes

Internal/External Relationships

- Lead on the establishment of Departmental links with Brazil and contribute to the University's existing partnerships with public and private organisations in Brazil. See <http://www.birmingham.ac.uk/International/Global-engagement/brazil/Index.aspx>

- Contribute to the recruitment of PG and UG students, particularly in the field of Portuguese and Lusophone World Studies
- Where appropriate, act as external examiner
- Develop links with external contacts (such as businesses, other educational bodies, public sector organisations, organisations with public engagement opportunities)
- Provide expert advice internally and externally in specialist area
- Maintain contact (including membership of) appropriate professional bodies
- Liaise with the relevant external research community via seminars and conferences