

Job Description

Post Title and Post Number	Lecturer in Music - 51485
Organisation Advertising Description	School of Languages, Cultures, Art History and Music College of Arts and Law
Post Number	51485
Full Time/Part Time	Full Time
Duration of post	Permanent
Post is open to:	External and Internal candidates
Grade	Lecturer Grade 8
Salary	Starting salary is normally in the range £38,511 to £45,954 . With potential progression once in post to £51,702 a year.
Terms and Conditions	Academic Teaching Staff (non-clinical)
Closing Date	10 June 2015

Job Summary

To create and disseminate knowledge through initiating and conducting original research, through publication or recognised equivalent forms of dissemination, and through developing and delivering undergraduate, postgraduate and CPD programmes, as appropriate to the disciplinary area. In addition, to contributing to the department/school through management/leadership, and enterprise activities, as appropriate.

Main Duties

Research

To plan and carry out research, using appropriate methodology and techniques. This may include, where appropriate to the discipline:

- Pursue personal research including developing research ideas and winning support, including financial support.
- Plan, publish (or disseminate via recognised equivalent methods) and/or execute high quality research
- Project manage research activities, and/or supervise other research staff
- Present findings in high quality publications and conference proceedings or recognised equivalent media
- 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

To use a variety of methods in teaching and advising individuals and groups of undergraduates, postgraduates, or CPD students. Where appropriate to the discipline this may include:

- Teach and examine courses at a range of levels
- Plan and review own teaching approaches 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 their field
- Disseminate appropriate practices through suitable media
- Develop and advise others on learning and teaching tasks and methods
- Develop and make substantial contributions 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

To contribute to Departmental/School administration or have a high level of responsibility for others. This may include:

- Contribute to the administration/management of research and/or teaching across the Department/School
- Lead and manage a team to devise and implement a new and/or revised process (e.g. new programme or a recruitment drive)
- Advise on personal development of colleagues and students
- Make a major contribution to some administrative activities within the University (e.g. appeals panels, working groups)
- Manage 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.

Scope of the Role

Contribute to the whole range of research, teaching and administration.

Research will involve initiating, conducting and disseminating original research. The research will measurable outcomes and is reflected in a growing national reputation and often an incipient international reputation.

Teaching is likely to include a substantial contribution to: (a) the management, development (including programme/module review) and delivery of teaching and assessment; and (b) enhancement of the student experience or employability. The role will typically also involve developing and advising others, including: (a) providing expert advice to staff and students, (b) supervising and examining PhD students, and (c) developing and advising others on learning and teaching tasks and methods.

Management and administration is likely to involve contributions at Departmental and School level, and/or making an important contribution to some managerial/leadership activities (e.g. working groups) within the University. This may include developing and making substantial contributions to knowledge transfer, enterprise, business engagement, public engagement, widening participation, schools outreach, or similar activities at Department/School level or further within the University.

Knowledge, Skills and Experience

- Normally, a higher degree relevant to the research/teaching area (usually PhD) or equivalent qualifications
- Extensive research/teaching experience and scholarship within subject specialism
- Proven ability to devise, advise on and manage learning/ research
- Skills in managing, motivating and mentoring others successfully at all levels

Research

- Experience and achievement reflected in a growing reputation
- Extensive experience and demonstrated success in planning, undertaking and project managing research to deliver high quality results
- Extensive experience of applying and/or developing and devising successful models, techniques and methods
- Experience and achievement in knowledge transfer, enterprise and similar activity

Teaching

- Ability to design, deliver, assess and revise teaching programmes
- Extensive 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
- Plan high quality research
- Manage research activities and/or supervise other research staff

- Organise meetings/conferences/symposia
- Contribute to the administration/management of research and/or teaching across the Department/School
- Lead/manage a team to devise and implement a new and/or revised process (e.g. new programme or a recruitment drive)

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
- 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, if required)
- Advise, supervise and examine PhD students
- Develop knowledge in specialist area
- Contribute to School/Departmental management processes

Internal/External Relationships

- Contribute to recruitment of students
- 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
- Referee and peer review of articles for peer reviewed academic journals and grant applications by research councils and/or other major funding bodies
- Maintain contact (including membership of) appropriate professional bodies
- Liaise with the relevant external research community via seminars and conferences