

Division:	Higher Education
Department:	Animal Science
Role Title:	Lecturer in Animal Science (2 x roles available)
Role Code:	JD1238
Reports to:	Head of Animal

Note: All applicants who are offered employment will be subject to a criminal records check from the Disclosure and Barring Service (DBS).

Writtle University college is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This role will be subject to an enhanced level of DBS Check.

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1. Role Purpose
As a member of academic staff, the role holder will be required to design, implement, assess, support and evaluate learning and teaching within their subject area.

2. Principal Duties	
2.1	To prepare and deliver effectively a range of suitable materials for students studying modules on a variety of courses at HE (up to and including postgraduate level).
2.2	To become an effective and contributory member of the HE team.
2.3	To design, implement, develop and lead modules within the role holder’s interest areas; innovative and creative methods of delivery, assessment and feedback will be encouraged.
2.4	To plan, undertake, support and disseminate research, scholarship and related activities.
2.5	To supervise dissertation projects at undergraduate and postgraduate levels.
2.6	To implement the University College administrative procedures that support academic practice.
2.7	To tutor and mentor groups or individuals as required.
2.8	To help the course team to ensure effective course scheme operation.
2.9	To assess student submissions in a fair and timely fashion.
2.10	To engage fully with the HEA Professional Standards.
2.11	To comply with the Writtle University College Data Protection Policy and Procedure in line with the Data Protection Act 2018 and the General Data Protection Regulations (GDPR)
2.12	Embraces Writtle University College Safeguarding responsibilities as detailed in the Policy and Procedure.
2.13	Embraces and promotes the principle of anti-discriminatory practice throughout all areas of Writtle University College fulfilling Equality and Diversity responsibilities.
2.14	Fulfils Health and Safety responsibilities appropriate to the role.
2.15	Undertakes such other duties as may be reasonably requested commensurate to the level of experience and responsibility expected.
2.16	Adheres to the Risk Management Policy and notifies the line manager of any identified risk.
2.17	This document outlines the major activities but is not a comprehensive or exhaustive list of the duties required and all staff are expected to appreciate that duties may vary from time to time which do not change the general profile of the job or the level of responsibility entailed.

3. Person Specification	
<i>Note: (D) Desirable / (E) Essential</i>	
3.1	Communication
	Excellent communication skills both oral and written (E) Ability to effectively communicate at all levels (E) Outstanding interpersonal skills (E)
3.2	Teamwork and Motivation
	A proven record of working within a busy team and building beneficial working relationships across teams (E). A proven record of forming and communicating a clear vision, encouraging individuals to contribute to a common goal (E)
3.3	Liaison and Networking
	Ability to proactively and actively carry out standard day to day liaison across the university college to meet desired outcomes (E) Ability to undertake active collaboration through participation in networks/groups within the University College or externally to pursue shared interested that may provide future benefit to the organisation (E)
3.4	Service Delivery
	Ability to provide a responsive and accurate service to meet all departmental opportunities (E) Ability to prioritise in order to achieve organisational aims and objectives (E) Experience of managing a range of different projects at once and to time (E)

	Experience of exploring customer's needs; adapt the service accordingly to ensure the usefulness or appropriateness and quality of service (content, time, accuracy, level of information) (E) Attention to detail (E)
3.5	Decision Making
	Use of initiative in making decisions (E) Ability to contribute to collaborative decision making on departmental issues (E) Strong negotiation skills (D) Appreciating of impact and long lasting effects of "strategic" decisions (D)
3.6	Planning and Organising Resources
	Ability to plan, prioritise and organise work and resources for self and others (E) Ability to work to set deadlines (E) Well organised with good time management skills (E)
3.7	Initiative & Problem Solving
	Ability to work without close supervision and maintain a high quality of work (E) Ability to demonstrate the use of initiative and creativity in resolve problems (E)
3.8	Analysis & Research
	Analytical Skills (E) Ability to produce relevant statistical information, business reports and make presentations, as required (E) Experience of conducting research, identifying appropriate methods of analysis (E) Ability to carry out literature and database searches or set up and conduct simple experiments (E) Knowledge of methodology development and data gathering design / analytical techniques (including statistical, qualitative and quantitative methods) (E) Experience of creating new experiments/methods to test hypotheses/theories (E) Experience of setting the context for research/ shaping the research agenda in the field or specialism / determining the overall direction of major research projects (E) Liaising with national research bodies to identify future research requirements (D) Experience of generating published outputs of peer-reviewed quality and/or knowledge transfer and consultancy activity (D)
3.9	Sensory & Physical Demands
	IT Literate with the confidence to tackle new systems and software (E) Experience of using audio-visual and other presentational equipment (E)
3.10	Work Environment
	Knowledge of personal obligations under the Health & Safety at Work Act (E) Knowledge of and ability to follow safe working practices with students (e.g. ensuring that protective clothing is worn as necessary) (E)
3.11	Pastoral Care & Welfare
	Ability to deal confidentially and sensitively with students and team members (E) Ability to recognise when a team member needs to be referred elsewhere for support and assistance (D)
3.12	Team Development
	In possession of a team player attitude (E) Ability and interest in the encouragement and support of others in the team (E) Ability to share knowledge in a coaching/mentoring/instructional role (D)
3.13	Teaching & Learning Support
	Ability to introduce students or others to standard information or procedures e.g. outlining the procedure for enrolling on a course or module (E) Ability to develop innovative approaches to enhance understanding and effective use of the departmental function across the university college (E) Lecturing and tutorial experience (E) Lecturing experience / preparation, delivery of lectures, seminars and tutorials assessing a course/module (E) Ability to act as an academic supervisor (D) Experience of supervising the work of research and postgraduate students (D) Responsible for delivery of staff development/ training for staff as required (D)
3.14	Knowledge & Experience
	Educated to Masters level (E) PhD (D) Up to date Technical knowledge (E)

	Teaching Qualification (D) Industrial Experience (D) Membership of the Higher Education Academy (D)* *New members of HE lecturing staff are required either to complete the Post Graduate Certificate in Higher Education Practice (PGCHEP) course or achieve Fellowship of the HEA within 2 years of starting work at the University College.
Writtle University College is committed to the development of its staff and therefore commitment to continuing professional development will be expected.	

4. Conditions of Service	
4.1	The salary will be Grade 7, point 30, £35,333 per annum, paid monthly. Grade 7 is in the range of £35,333 - £39,745 per annum.
4.2	The hours of work will be 37 per week, working 5 days out of 7.
4.3	The annual leave entitlement is 35 days plus public holidays per annum. Holidays must be taken at times agreed with the Line Manager.
4.4	In accordance with University College policy the post will be probationary for the first twelve months and will be subject to one months' notice; increasing as per contract thereafter, given in writing by either side.
4.5	The appointment is also subject to:
	The provisions of the Teachers' Pension Scheme
	Satisfactory references and DBS check
	You may be referred for a medical assessment if it is deemed appropriate in order that we may make reasonable adjustments for you to be able to fulfil the role offered. This may be a requirement in some roles.
4.6	The role holder will take part in the University College's review and appraisal scheme.
4.7	The University College expects a flexible approach to the working week.

5. Applications	
Closing Date for Applications: 6 August 2023	
Applications should be returned to: Human Resources Department, Writtle University College, Chelmsford, Essex, CM1 3RR Tel: 01245 424208 Email: jobs@writtle.ac.uk	

6. Interview Details	
Scheduled Interview Date: 14 August 2023	
The Interview process will include; Presentation (details to be advised to shortlisted candidates) Formal Interview (45 Minutes)	