

Faculty/Administrative/Service Department:	Department of Sociology
Job Title:	Lecturer in Forensic Investigation (A) (Teaching Track)
Job Family & Job Level	Research and Teaching 0.5 FTE (Fixed term for 10 months)
Responsible to:	Head of Department or Faculty
Responsible for:	Not applicable
<p>Job Summary and Purpose</p> <p>To have significant input to the teaching at undergraduate level on the BSc (Hons) Criminology with Forensic Investigation and, where appropriate, the wider curriculum delivered in the department. The post holder is expected to assist in curriculum planning and development and therefore, knowledge of forensic investigation, analytical methods or experience in a related professional setting is desirable.</p>	
<p>Main Responsibilities and Activities</p>	
<p>Teaching delivery and development:</p> <p>Plan, deliver and critically review a range of teaching and assessment activities including lectures, seminars and practical lab and crime scene classes.</p> <p>Assist in developing teaching methods, materials and technologies to enhance the student learning experience on the BSc (Hons) Criminology with Forensic Investigation programme, as well as within a discipline that complements and extends our current undergraduate module offering, in pursuit of the academic strategy of the School and University.</p> <p>Assist in curriculum and course innovation and the design, sharing and contributing to responsibility for the quality of the delivery of these programmes.</p> <p>To participate in and contribute to internal/external networks, engage with the relevant academic communities, and build productive relationships with industrial bodies, professional associations, employers, and practitioners as appropriate.</p> <p>Assist in the development of innovative and relevant teaching, learning and assessment techniques.</p> <p>Set and mark programme work, practical sessions, supervisions, fieldwork and examinations in subject specialism and provide timely and appropriate feedback.</p> <p>Continually update subject knowledge and understanding and apply advances to programme development.</p> <p>Maintain and develop professional expertise and registration requirements with appropriate professional body under the guidance of a senior colleague where appropriate.</p> <p>Student pastoral care</p> <p>Develop and use pastoral care skills to support the academic development of students and ensure a good student experience.</p> <p>Act as personal tutor and give first line support before referring students on to appropriate services.</p> <p>Management and administration</p>	

Take on a specific service role to support the efficient management and administration of the Faculty/Department.

Grow personal involvement with academic or professional networks in the discipline.

To undertake administrative duties associated with the normal planning and operational procedures of the department and school.

Person Specification

Post holder must possess an honours degree or appropriate equivalent professional qualification or be working towards a higher degree or equivalent higher professional qualification in a relevant discipline. Post holder to demonstrate:

- Evidence of teaching and presentational skills.
- Evidence of administrative/organisational skills.
- Evidence of familiarity with current developments in the area of forensic investigation.

A Teaching Qualification e.g. Postgraduate Certificate in Learning and Teaching in HE or equivalent is desirable, if such a qualification has not been attained the candidate will be expected to complete the University Graduate Certificate by the end of their first year of employment with the University.

Relationships and Contacts

Participate in Faculty committees relevant to teaching, learning and administrative duties, e.g. Faculty Board of Studies and Examination Board. Teaching and administrative duties will be allocated by the Head of Faculty/Department, within the context of the programmes agreed by the Faculty Learning and Teaching Committee or similar body.

Special Requirements

The post holder is expected to work outside normal office hours as necessary.

The post holder will be expected to contribute to programme development, refreshing and assessment activities throughout the academic year, including times when students are not on campus.

If it is agreed by the line manager that the post holder will be carrying out research, time will be identified to enable this to take place and appraisal targets will be set accordingly.

All Staff are expected to:

Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University's Equal Opportunities Policy.

Undertake such other duties within the scope of the post as may be requested by your Manager.

Help maintain a safe working environment:

- Attend required Health and Safety training as part of probation and induction and as duties and techniques change.
- Follow local codes of safe working practices and University Health and Safety Policy

Addendum

This document provides additional information relating to both specific aspects of the post/faculty and any post specific person specification criteria. The information contained within this document should always be read in conjunction with the accompanying generic Role Profile.

Job Title: Lecturer in Forensic Investigation (Teaching track A)

Background Information/Relationships

This is an exciting opportunity for the post holder to have significant input to the teaching on the BSc (Hons) Criminology with Forensic Investigation and, where appropriate, the wider curriculum delivered in the department of Sociology. The post holder is expected to assist with curriculum planning and development across a range of modules focusing on forensic investigation, evidence analysis and policing and therefore, knowledge of forensic investigation, analytical methods or experience in a related professional setting is desirable.

Person Specification

This section describes the sum total of knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role. This is in addition to the criteria contained within the accompanying generic Role Profile.

	Essential/ Desirable
A good degree or professional qualification in a relevant discipline	E
Evidence of familiarity with current developments in the area of forensic investigation.	E
Knowledge of professional standards in forensic investigation	E
Excellent interpersonal, networking and communication skills	E
Ability to maintain good working relationships	E
Meet deadlines in a pressurised environment	E
Microsoft Office and data analysis computer packages	E
Ability to use initiative in all aspects of the role	E
An ability to inspire learners through commitment to excellent teaching	D
Work in a teaching environment	D
Able to work in a crime scene environment and awareness of crime scene control and processing	D
Able to work to good laboratory practice standards	D
Excellent ICT skills including e-learning tools and an understanding of digital accessibility requirements	D
Experience of teaching and/or leading undergraduate modules covering areas of forensic investigation which either complement and/or extend our current undergraduate module offering, in particular forensic technical skills and analysis	D
Knowledge of the broader area of forensics such as the criminal justice system, policing or criminology	D
Skills in the practical, analytical areas of forensics and knowledge of resources required	D
Membership of a relevant professional body	D
Special Requirements	Essential/ Desirable
A Teaching Qualification e.g. Postgraduate Certificate in Learning and Teaching in HE or equivalent is desirable, if such a qualification has not been attained the	D

candidate will be expected to complete the University Graduate Certificate by the end of their first year of employment with the University.	
Willingness to undertake a (DBS) check	E

Key Responsibilities

This document is not designed to be a list of all tasks undertaken but an outline record of any faculty/post specific responsibilities (5 to 8 maximum). This should be read in conjunction with those contained within the accompanying generic Role Profile.

1. To design and deliver teaching material and assess learners within forensic investigation and evidence analysis, as well as within a discipline that complements and extends our current undergraduate module offering, in pursuit of the academic strategy of the School and University.
2. To contribute to pedagogical innovation, curriculum development and planning within the school in support of the institution's teaching and learning strategy.
3. To participate in and contribute to internal/external networks, engage with the relevant academic communities, and build productive relationships with industrial bodies, professional associations, employers, and practitioners as appropriate.
4. To ensure that responsibilities identified within internal processes, QAA codes of practice, HEFCE guidelines, etc., are robustly met.
5. To undertake administrative duties associated with the normal planning and operational procedures of the department and school.
6. To undertake student recruitment, marketing, and promotional activities in the interests of the School and University.
7. To contribute to the range of other professional responsibilities shared by tutors within the department.
8. To carry out other duties commensurate with grade and scope of the post

N.B. The above list is not exhaustive.