

Faculty/Administrative/Service Department:	Department of Sociology		
Job Title:	Lecturer in Forensic Investigation (B) (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:	Teaching staff in the Department or School. May supervise other staff.		

Job Summary and Purpose

To have significant input to the teaching at undergraduate level on the BSc (Hons) Criminology with Forensic Investigation and 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.

Main Responsibilities and Activities

Teaching delivery and development:

Develop teaching methods, materials, technologies and learning environments which enhance the students learning opportunities on the BSc (Hons) Criminology with Forensic Investigation, 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.

Plan, deliver and critically review a range of teaching and learning activities including lectures, seminars and practical lab and crime scene classes.. Contribute to the development of the Faculty's Teaching and Learning Strategy.

Develop and apply innovative and relevant teaching, learning and assessment techniques including peer review and other recognised metrics, creating an environment for understanding and enthusiasm amongst students

Develop appropriate criteria for the assessment of programmes of work, practical sessions, fieldwork and examinations in subject specialism, and provide appropriate protocols for excellent feedback to students.

Continually update knowledge and understanding in subject specialism and apply to course of study.

Extend, transform and apply new knowledge from pedagogic developments to teaching and appropriate external activities as part of an integrated approach to academic practice.

Where appropriate and agreed with the line manager engage in professional and pedagogical research to support subject specialism teaching and learning activities.

Conduct individual or collaborative projects related to discipline or pedagogy.

Maintain and develop professional expertise and registration requirements with appropriate professional body under the guidance of a senior colleague.

Student pastoral care

Develop and use pastoral care skills to support the academic development of students and ensure a good student experience.

Act as personal tutor and give first line support before referring students on to appropriate services.

Management and Administration

Take on administrative duties such as Examination Officer and Timetabling Officer which contribute to the efficient management and administration of the Faculty/Department.

Be fully involved with students at all levels of support.

Active involvement in academic, professional or clinical networks in the discipline and start to undertake leadership roles in these networks.

Person Specification

Post holders are expected to hold a degree, higher degree or appropriate equivalent professional qualification in a relevant discipline (with an expectation of holding a higher degree for those teaching at post graduate level).

Post holder to demonstrate:

- Evidence of high level of teaching and presentational skills
- Evidence of administrative/organisational skills
- Evidence of knowledge and understanding of current developments in the relevant discipline or profession.

Teaching Qualification e.g. Postgraduate Certificate in Learning and Teaching in HE or equivalent is essential.

Relationships and Contacts

Post holder to be a member of Faculty committees relevant to 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 of Surrey 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 by:

- Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand
- Following local codes of safe working practices and the University of Surrey 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 B)

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 the wider curriculum delivered in the department of Sociology. The post holder is expected to assist in 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
A higher degree in a relevant discipline	D
Evidence of knowledge and understanding of current developments in the area of forensic investigation.	E
Knowledge and understanding of professional standards in forensic investigation	E
An ability to inspire learners through commitment to excellent teaching	E
Excellent interpersonal, networking and communication skills	E
Ability to maintain good working relationships	E
Meet deadlines in a pressurised environment	E
Ability to use initiative in all aspects of the role	E
Excellent ICT skills including e-learning tools and an understanding of digital accessibility requirements	E
Evidence of high-level teaching and presentation skills	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
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 and experience in the practical, analytical areas of forensics and knowledge of resources required	D
Membership of a relevant professional body	D
Experience of course development at undergraduate level, including collaborative provision across disciplines.	D
Special Requirements	Essential/ Desirable

A Teaching Qualification e.g. Postgraduate Certificate in Learning and Teaching in HE or equivalent	D
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.	
<ol style="list-style-type: none"> 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.	