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| **Post Details** |  |
| **Faculty/Administrative/Service Department:** | Surrey Online Learning and The Institute for Sustainability  |
| **Job Title:** | Lecturer in Sustainability (Surrey Online Learning and CIFAL) |
| **Job Family & Job Level** | Teaching intensive (Lecturer Level B) |  |
| **Responsible to:** | Direct Report: Pro-Vice-Chancellor EducationDotted Line Report: Director of the Institute for Sustainability  |
| **Responsible for:** | N/A |
| **Job Summary and Purpose** The appointed Lecturer in Sustainability will play a key role in the provision of the online MSc Sustainable Development in Practice through Surrey Online Learning (SOL) and the support of online delivery of sustainability training programmes by the Institute for Sustainability (IfS). The Lecturer will support the online MSc Sustainable Development in Practice; this will include all aspects of synchronous and asynchronous delivery, ensure the management of assessment processes and collaborate with the wider online programmes on Surrey Online Learning (SOL) as appropriate. Additionally,The Lecturer will support the training programmes on sustainability which form part of the soon-to-be-constituted CIFAL Centre in collaboration with the UN Institute for Training and Research (UNITAR).  |
| **Main Responsibilities and Activities** * Moderate online discussion. Monitor, acknowledge, and regularly comment on programme discussion boards. Ask questions, summarise discussions, encourage debate and promote engagement.
* Welcome students onto learning programmes, ensure a smooth transition into the University of Surrey and engage in ongoing activity to ensure students are well informed and feel part of an active online or Face-to-face community.
* Act as the first point of contact for student support queries, resolve or ensuring timely and seamless triage between SOL partners (e.g. Learning Mate), UNITAR and on-site student support services, where needed.
* Contribute to the promotion, organisation, facilitation, and/or delivery of all teaching sessions, as appropriate to the allocated SOL and CIFAL programmes.
* Ensure the smooth running of all mark management activities, including first marking of submitted assessments, or managing the first marking process for summative assessment, manage moderation and quality assurance processes effectively and efficiently.
* Provide formative and summative feedback to students
* Ensure that all aspects of programme design and delivery align with all university regulations, codes of practice and quality assurance processes.
* Show awareness of the diversity of cultural backgrounds among the SOL onlinelearning community and CIFAL programmes.
* Promote and deliver learning and non-learning events, according to the objectives agreed between the University of Surrey, its SOL partners and UNITAR.
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| **Teaching delivery and development**:Create a learning environment which enhances student learning opportunities whilst creating an active and welcoming learning community amongst studentsLead effective delivery of all aspects of the programmes, assist in reviewing and enhancing all aspects, as appropriate, whilst taking responsibility for the quality of programmes developed.Develop appropriate criteria for the assessment of programmes of work, practical sessions, fieldwork and examinations in subject specialism, and provide appropriate protocols for effective feedback to studentsContinually update knowledge and understanding in subject specialism and apply to course of study **Student pastoral care**Ensure an excellent student experience through effective pastoral and academic support.**Management and Administration**Take on any administrative duties required to enable effective management of the programme |
| **Person Specification**Post holders are expected to hold a doctorate in a programme relevant subject area, or be near to completion. Post holder to demonstrate:* A thorough grounding in the programme subject area
* Evidence of a high level of teaching and presentational skills
* Evidence of effective administrative/organisational skills
* Evidence of knowledge and understanding of current developments in the relevant discipline or profession
* A high level of digital proficiency
* Experience of delivery and management of online and blended learning environments

An HE teaching qualification e.g. HEA Fellowship, Postgraduate Certificate in Learning and Teaching in HE or equivalent is desirable |
| **Relationships and Contacts** Teaching and Administrative duties will be allocated by the Pro-Vice-Chancellor (Education) and the Director of the Institute for Sustainability; following the appointment of a SOL Digital Lead and CIFAL Director, it is likely that reporting will shift to the latter role. |
| **Special Requirements**The post holder is expected to work outside normal office hours as necessaryThe post holder will be expected to contribute to programme development, refreshing and assessment activities throughout the academic year |
| **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
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