Thank you for expressing an interest in the role of Lecturer A at Birkbeck, University of London. This opportunity comes at an exciting point in Birkbeck’s history, as we approach our 200th anniversary in 2023.

Birkbeck has always occupied a unique niche in the UK Higher Education landscape and we remain different to other institutions to this day: we are a world-class research and teaching institution with a tradition of providing higher education to people in work. Our classes are almost all held in the evening, so our 13,500 students are free to study, work, volunteer or just do their own thing during the day.

Our unique learning model: research-led evening teaching, blended online provision and flexible progression routes, offers people who care about their future something special: the opportunity to study at a world-class, research-intensive university and to progress their life goals, at the same time. Students can choose to study at a speed which suits them: completing an undergraduate degree in the evenings over three years full-time or four years part-time; or a Masters’ degree in either one or two years.

With a global reputation for high quality research and teaching, Birkbeck is part of the prestigious University of London. Founded in 1823 to give working Londoners and learners from non-traditional backgrounds the chance of a university education, our mission remains unchanged as we approach our third century.

Historically, our unique teaching model has attracted an extremely diverse student population: 65% of our students are part-time and 35% full-time; 42% are postgraduates and 58% undergraduates; the majority are mature and 41% are from Black and Minority Ethnic backgrounds.

In recent years, Birkbeck’s full-time, three-year undergraduate evening degrees have gained popularity with school leavers. So, although we are known for educating mature learners, we are now more about attitude than age. Our students tend to be hard-working, independent and highly-motivated. They are recognised and highly valued by employers for their maturity, independent-mindedness, focus and determination. 95% of Birkbeck’s students are in work or further study six months after graduating.

Birkbeck comprises five academic schools (Law; Arts; Social Sciences, History and Philosophy; Business, Economics and Informatics; and Science), over 40 research centres and a series of professional service departments.

Our main campus is in Bloomsbury, the academic heart of London and we have a shared campus in Stratford, London E15, next door to the Olympic Park.

No other university represents London as Birkbeck does. Our students are Tube drivers, fund managers, librarians and care workers. They are doctors, lawyers, taxi drivers, full-time parents and even grandparents. Without Birkbeck many of them simply wouldn’t have access to study.

Birkbeck is at the same time a highly international institution, as over 100 different countries are represented within our learning community. Indeed, the latest Times Higher Education (THE) World University rankings place Birkbeck in the top 10% of universities, based on overseas staff, students and research collaborations.

Our research is known for being cross-disciplinary, innovative and socially and politically engaged. Our findings inform public policy; push scientific, medical and technological advances; support and grow the economy; promote culture and the arts; and make a positive difference to society.
Both our alumni and staff tend to be passionate about the role Birkbeck plays in their lives. Many of our students go on to make an impact on business, the economy and society more broadly and our academic community includes important and eminent figures working alongside early career academics.

Birkbeck is a unique, complex institution.

If you choose to join us and your application is successful, I look forward to welcoming you to Birkbeck in due course.

Best of luck with your application.

Professor David Latchman, CBE
Master of Birkbeck
In 1823 George Birkbeck founded the London Mechanics’ Institute, an avowedly radical institution with a vision to open up university education to working Londoners. Just under a hundred years later, in 1920, Birkbeck College was incorporated into the University of London. Today, almost 200 years since it was founded, Birkbeck remains true to George’s mission, ‘to ensure the universal dissemination of the blessings of knowledge’.

Birkbeck, University of London, is a world-class research and teaching institution, a vibrant centre of academic engagement and excellence and London’s only specialist provider of evening higher education. Where once we were known solely for our part-time courses and mature students, today we have a wider mix. Of our current cohort of new undergraduates, just under half are from Black and Minority Ethnic backgrounds and over a third qualify for the College’s generous package of financial support for students from lower income backgrounds; students range from school leavers to retired learners, but the largest group consists of working Londoners in their 20s and 30s.

Undergraduates study in the evening for a degree at a pace that suits them, across three, four or six years, with major recent growth coming via the three-year UCAS entry route, which has grown from zero to over 3000 students in the past six years. We are also a major provider of academic and professional postgraduate education, with the sixth largest cohort of home and European postgraduate students in the UK. Like our undergraduate degrees, our Master’s courses are also taught predominantly in the evenings, with one, two and in some areas, three-year pathways, and flexible payment options. We have 13,500 students studying for Certificates of Higher Education, Degrees with Foundation Years, BA/BSc/ and LLB degrees and Master’s degrees across our five schools. We also have hundreds of researchers studying with us and deliver a range of over 180 short courses every year.

But while Birkbeck has its roots firmly in London, we are recognised on a global stage. The Times Higher Education World University rankings 2019 placed Birkbeck among the world’s top 400 universities overall and we are in the top 350 universities in the QS University world rankings. Philosophy and English at Birkbeck are ranked in the world’s top 100 according to QS, whilst History, Psychology and Law are all ranked in the world's top 150.

Birkbeck’s reputation as a world-class research-intensive institution was cemented by the Research Assessment Framework in 2014. Birkbeck was 30th in the UK for research, with 73% of our research rated ‘world leading’ or ‘internationally excellent’. We are home to over 40 research and specialist institutes and among the awards our research has won in recent years are the Queen’s Anniversary Prize for excellence in higher education at the Centre for Brain Function and Development.

This unique combination of ground-breaking research and innovative teaching provides an inspirational learning experience for our students; we have consistently ranked in the top five in London for teaching and student satisfaction in the National Student Survey.

Birkbeck’s main Bloomsbury campus is in the heart of academic London, home to a number of other universities and colleges of the University of London, including University College London and the School of Oriental and African Studies. We are situated among beautiful, leafy squares in one of the world’s greatest concentrations of libraries, including the British Library and Senate House Library. Across the city in east London, we offer courses at University Square in Stratford. Both our campuses are well-served by public transport.
ABOUT THE DEPARTMENT OF COMPUTER SCIENCE AND INFORMATION SYSTEMS

The Department of Computer Science and Information Systems (CSIS) is one of four departments in the School. It is a world-class centre of expertise in algorithms, data analytics, data management, experimental data science, knowledge representation, and program verification. We engage in a broad spectrum of both fundamental and applied research, host two research centres, the Birkbeck Institute of Data Analytics (www.bida.bbk.ac.uk) and the Birkbeck Knowledge Lab (www.klab.bbk.ac.uk/research), and are a key partner in the recently founded national Institute of Coding (www.dcs.bbk.ac.uk/about/institute-of-coding).
JOB DESCRIPTION

Job title:
Lecturer A

School or Department:
School of Business, Economics and Informatics / Department of Computer Science and Information Systems

Reports to:
Assistant Dean

Responsible for:
Students as appropriate

PURPOSE OF THE JOB

The Lecturer (Research & Teaching) will contribute to the intellectual life of the Department, School and the wider institution. They will design and deliver a programme of teaching to Birkbeck students, in order to enable them to complete their studies successfully and to contribute to research to extend knowledge of the appropriate subject area. Upon successful completion of Birkbeck’s Academic Probation, the Lecturer will develop and carry out research projects to further extend knowledge of the appropriate subject area.

MAIN DUTIES

Education and Student Experience

- Teach as a member of a teaching team in a developing capacity within an established programme of study, with the assistance of a mentor if required.
- Teach in a developing capacity in a variety of settings from small group tutorials to large lectures.
- Transfer knowledge including practical skills, methods and techniques.
- Use a range of delivery techniques to inspire and engage students.
- Ensure that content, methods of delivery and learning materials will meet the defined learning objectives.
- Identify learning needs of students and define appropriate learning objectives.
- Develop own teaching materials, methods and approaches with guidance.
- Develop the skills of applying appropriate approaches to teaching.
- Challenge thinking, foster debate and develop the ability of students to engage in critical discourse and rational thinking.
- Supervise the work of students, including field trips where appropriate, provide advice on study skills, and help them with learning problems.
- Set, mark, and assess work and examinations and provide constructive feedback to students.
- Seek ways of improving performance by reflecting on teaching design and delivery and obtaining and analysing feedback from students, the line manager, and peers, and from other sources as appropriate.
- Ensure that the teaching content and methods of delivery are in accordance with equal opportunities, and respond to issues relating to student needs.
- Recognise areas where current provision may need revision or improvement.

In addition to the above, upon successful completion of Birkbeck’s Academic Probation, the Lecturer will be required to undertake the following duties:
Design teaching material and deliver teaching either across a range of modules or within a subject area, ensuring appropriate learning objectives are identified and met.

Select and apply the appropriate teaching, learning support and assessment methods, for small group tutorials to large lectures.

Supervise student projects and, where appropriate, field trips and placements.

Identify areas where current provision needs revision or improvement.

Contribute to the planning, design and development of objectives and material.

Research

Develop research objectives, projects and proposals with the assistance of a mentor if required, whilst on Academic Probation.

Write up research work for publication.

Identify sources of funding and contribute to the process of securing funds.

Seek practical application of research findings.

Make presentations at conferences and/or exhibit work in other appropriate events.

Update knowledge and understanding in field or specialism.

Translate knowledge of advances in the subject area into the course of study.

In addition to the above, upon successful completion of Birkbeck’s Academic Probation, the Lecturer will be required to undertake the following duties:

Conduct individual and/or collaborative research projects.

Extend, transform and apply knowledge acquired from scholarship, teaching, research, and appropriate external activities.

Write or contribute to publications or disseminate research findings using other appropriate media.

Communication

Deal with routine communications using a range of media.

Communicate complex and conceptual ideas orally and in writing to those with limited knowledge and understanding as well as to peers using high-level skills and a range of media.

Prepare and submit proposals and applications to external bodies, e.g. for funding and accreditation purposes.

Engagement

Contribute to increasing public understanding of the discipline, finding ways to engage with and support external stakeholders.

Participate in outreach activities undertaken by the Department and/or School developing links with, for example, industry or community partners.

Be active in professional or scholarly organisations, journals or other forms of external activity.

The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake other duties within the scope and grading of this post.

WORKING RELATIONSHIPS & CONTACTS

People management and team working

Build internal contacts and participate in internal networks for the exchange of information and to form relationships for future collaboration.

Join external networks to share information and ideas.
- Collaborate with academic colleagues on course development, curriculum changes and the development of research activity.
- Attend and contribute to subject group meetings.
- Collaborate with colleagues to identify and respond to students’ needs.
- Regular contact and liaison with students to teach and provide support.
- Oversee postgraduate students where required.
- Manage own teaching, research and administrative activities, with guidance if required.

In addition to the above, upon successful completion of Birkbeck’s Academic Probation, the Lecturer will be required to undertake the following duties:

- Participate in and develop external networks, for example to identify sources of funding, contribute to student recruitment, secure student placements, market the institution, facilitate outreach work, generate income, obtain consultancy projects, or build relationships for future activities.
- Supervise the work of others, for example in research teams, on projects, or as PhD supervisor as required.
- Act as a responsible team member and develop productive working relationships with other members of staff.
- Take the lead on local projects when required.
- Act as a mentor for students in capacity of personal tutor.
- Advise and support colleagues with less experience and advise on personal development.

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**Student Counselling**

- Use listening, interpersonal and pastoral care skills to deal with sensitive issues concerning students, be responsible for the pastoral care and support of students within a specified area.
- Act as a mentor for students in the capacity of personal tutor, giving first line support.
- Refer students to alternative sources and services for providing further help as appropriate.
- Act as a module tutor when required

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**DIMENSIONS**

**Problem solving and impact**

- Develop initiative, creativity and judgement in applying appropriate approaches to teaching and learning support and research activities.
- Respond to pedagogical and practical challenges.
- Share responsibility in deciding how to deliver modules and assess students and upon completion of Academic Probation have the sole responsibility for the design and delivery of own modules and assessment methods.
- Collaborate with colleagues on the implementation of assessment procedures.

In addition to the above, upon successful completion of Birkbeck’s Academic Probation, the Lecturer will be required to undertake the following duties:

- Identify the need for developing the content or structure of modules with colleagues and make proposals on how this should be achieved.
- Advise others on strategic issues such as student recruitment and marketing.
- Contribute to the accreditation of courses and quality control processes.
- Develop ideas for generating income and promoting the subject area.
- Develop ideas and find ways of disseminating and applying the result of research and scholarship.

**Resource management**

- Co-ordinate with others (such as support staff or academic colleagues) to ensure student needs and expectations are met.
- Use teaching and research resources, laboratories and workshops as appropriate.
- Plan and manage own teaching and tutorials as agreed with mentor.

In addition to the above, upon successful completion of Birkbeck’s Academic Probation, the Lecturer will be required to undertake the following duties:

- Manage projects relating to own area of work.
- Use teaching and research resources, laboratories and workshops as appropriate.

**Working environment**

- Balance the competing demands and deadlines to deliver on the four key areas of Education & Student Experience, Research or Scholarship, Leadership & Management, and Engagement with help from line manager and peers whilst on Academic Probation.
- To be aware of the risks in the work environment and their potential impact on own work and that of others.
- Develop familiarity with a variety of strategies to promote and assess learning.
- Understand and apply the principles of equality of opportunity in an academic context.

- Engage in continuous professional development.
- Conduct risk assessments and take responsibility for the health and safety of others, depending on the area of work and level of training received.

**GENERAL RESPONSIBILITIES**
(These are universal to all Birkbeck roles)

- To adhere to the College’s Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible.
- To be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work Act (1974) and relevant EC directives.
- To work in accordance with Birkbeck’s data protection policies, and relevant current data protection legislation.
- To undertake such other duties as may be reasonably expected.
# PERSON SPECIFICATION

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<tr>
<th>ATTRIBUTES</th>
<th>ESSENTIAL CRITERIA</th>
<th>DESIRABLE CRITERIA</th>
<th>METHOD OF ASSESSMENT</th>
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<tbody>
<tr>
<td>Knowledge</td>
<td>▪ Breadth or depth of specialist knowledge in the discipline to develop new or to work within established teaching and research programmes.</td>
<td>▪ An ability to attract research funding</td>
<td>Application</td>
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<td>▪ An understanding of different teaching and learning methods</td>
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<td>Presentation</td>
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<td>▪ Skills in research relevant to the subject area</td>
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<td>Technical and/or work based skills</td>
<td>▪ Effective oral and written communication skills, to convey both simple and more complex information and academic concepts</td>
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<td>▪ Computer proficiency in standard packages (e.g. word processing, spreadsheets, e-mail and internet use)</td>
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<td>▪ Ability to develop and foster students' learning skills</td>
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<td>▪ Ability to carry out innovative research and attract funding from the Research Councils and other sources as appropriate, with the assistance of a mentor if required, whilst on Academic Probation</td>
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<td>▪ An ability to lecture and conduct seminars clearly and effectively, with the assistance of a mentor if</td>
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<td>General skills and attributes</td>
<td>Application Presentation Interview</td>
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<td>Effective presentation skills</td>
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<td>To appreciate and react to the needs of individual students and their circumstances</td>
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<td>Organisation and administration skills</td>
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<td>Commitment to working with diversity</td>
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<td>Ability to engage the interest and enthusiasm of students and inspire them to learn</td>
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<td>Interpersonal skills to relate well to students especially mature students</td>
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<th>Experience</th>
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<td>Research experience at postgraduate level</td>
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<td>Teaching experience</td>
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<td>Teaching experience at degree and/or postgraduate level</td>
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<td>Experience of carrying out consultancy</td>
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<td>Experience of publishing research, or presenting work at conferences and other events</td>
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<td>Experience of developing and implementing research objectives, projects and proposals</td>
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<td>Experience of collaboration with academic colleagues on course, and/or curriculum and/or research developments</td>
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<th>Qualifications</th>
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<td>PhD (or equivalent) level in an appropriate specialism or to be close to completion</td>
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FURTHER INFORMATION

Salary:
£38,594 rising to £44,113 per annum (Grade 7)

The salary quoted is on the College's London Pay Scale which includes a consolidated Weighting / Allowance which applies only to staff whose normal contractual place of work is in the Greater London area.

Hours:
35 hours per week (1.0 FTE)

Probation period:
36 months

Duration of post:
Open-ended

BENEFITS

Birkbeck has a number of benefits which includes, but is not limited to:

- 25 days annual leave per annum, plus an additional six days when the College is closed during the spring and winter breaks. This is in addition to the eight bank holidays.
- Defined benefit pension scheme
- Flexible working
- Season ticket loan
- Study assistance scheme

The above list is not exhaustive, please visit the benefit section here for more information and a list of other benefits.

HOW TO APPLY

Closing date for applications:
Midnight on 3rd July 2020

Interview date:
27th July 2020

Start date:
To be confirmed following interview

To apply for this position please go to our online recruitment portal and search for reference 652.

Please ensure your application includes full details of your employment history, education and qualifications, and recent development. For some roles, this will be collected in the application form, for others you will be asked to include this in a professional CV which can be uploaded.

All applicants are asked to provide a statement on their suitability for the role. This is a key piece of information which will help us determine your suitability for the role, so please:

- Align your skills and experience with both the job description and person specification.
- Be specific about projects you’ve worked on or managed. What was the outcome? How did you measure success?
- If you’ve had a leadership role, tell us about it. How big was the team? What was the scope of your work?
- If you’re a recent graduate or have limited work experience, reference projects or coursework that demonstrate relevant skills and knowledge.
- Keep it short; the application form or the CV should contain all the additional information that we need during the selection process.

In addition to your application statement you may be asked to answer specific questions in areas that we consider essential to the role.
INFORMAL ENQUIRIES

Informal enquiries can be made to:

Prof Mark Levene, Assistant Dean (Computer Science and Information Systems), via mark@dcs.bbk.ac.uk

HELP & ASSISTANCE

If you are having difficulties accessing this site please email jobs@bbk.ac.uk
OUR COMMITMENT TO EQUALITY & DIVERSITY

The College is committed to providing the highest quality academic and working environment where all staff, students, visitors and contractors are welcomed respected and treated in a fair, consistent and non-discriminatory manner. The College is proud of its diversity and welcomes applications from all sections of the community. No one will be treated unfairly because of their sex, race, disability, sexual orientation, age, religion or belief, carer status, political belief, pregnancy/maternity, social class, gender identity or marital/civil partnership.

Birkbeck is a member of the ‘positive about disability’ Disability Confident scheme and guarantees to interview all candidates who meet the minimum essential criteria for the post and have chosen to opt in the scheme.

Birkbeck is a member of Advance HE, holds an institutional Bronze level Athena SWAN award, is a Mindful Employers Charter signatory and subscribes to Stonewall’s Diversity Champions.