SENIOR LECTURER
SCHOOL OF BUSINESS, ECONOMICS AND INFORMATICS

LONDON’S EVENING UNIVERSITY
Thank you for expressing an interest in the role of Senior Lecturer 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.

Most of Birkbeck’s staff have been working remotely since late March 2020 to maintain the health and safety of staff and students during the COVID-19 pandemic.

We are aiming to return to our campus in Bloomsbury as soon as it is safe to do so but in the meantime, we recreated Birkbeck online, so that students can continue to benefit from our unique learning model of research-led evening teaching and flexible progression routes and study at a world-class, research-intensive university. 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 has 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 campus is in Bloomsbury, the academic heart of London.

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
Vice-Chancellor of Birkbeck
ABOUT 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.
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: Senior Lecturer

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

Reports to: Assistant Dean

Responsible for: Students as appropriate

PURPOSE OF THE JOB

The Senior Lecturer (Research & Teaching) will design, develop and deliver a range of programmes of teaching to Birkbeck students, in order to enable them to complete their studies successfully, and to determine, develop and carry out relevant independent research projects to extend knowledge of the appropriate subject area.

MAIN DUTIES

Education and Student Experience

- In addition to the duties described for Lecturer, the Senior Lecturer:
  - Design, develop and deliver a range of programmes of study (sometimes for entirely new courses) at various levels.
  - Review course content and materials on a regular basis, updating when required.
  - Develop and apply innovative and appropriate teaching techniques and materials that create interest, understanding and enthusiasm amongst students.
  - Transfer knowledge including practical skills, methods and techniques.
  - Ensure that course design and delivery comply with the quality standards and regulations of the university and department.
  - Challenge thinking, foster debate and develop the ability of students to engage in critical discourse and rational thinking.
  - Supervise student projects, field trips and, where appropriate, placements.
  - Set, mark and assess work and examinations and provide feedback to students.
  - Ensure that the teaching content and methods of delivery are in accordance with equal opportunities, and respond to issues relating to staff and student needs.

Research

- In addition to the duties described for Lecturer, the Senior Lecturer may:
  - Determine relevant research objectives and prepare research proposals.
  - Contribute to the development of research strategies.
  - Write or contribute to publications or disseminate research findings using other appropriate media.
  - Seek practical application of research findings.
  - Act as a referee and contribute to peer assessment.
  - Make presentations or exhibitions at national and international conferences and other similar events.
  - Update knowledge and understanding in field or specialism.
  - Identify sources of funding and oversee the process of securing funds.
- Carry out independent research and act as principal investigator and project leader.

**Communication**

In addition to the duties described for Lecturer, the Senior Lecturer may:

- Disseminate conceptual and complex ideas to a wide variety of audiences using appropriate media and methods to promote understanding.
- Prepare and submit proposals and applications to external bodies, e.g., for funding and accreditation purposes.

**Engagement**

In addition to the duties described for Lecturer, the Senior Lecturer may:

- Demonstrate involvement in work that seeks to increase public understanding of the discipline.
- Demonstrate the dissemination of research findings in outlets outside the scope of traditional academic journals and conferences (e.g., industry or sector-based reports, practice-based workshops, professional networks, the media).
- Be involved in consultancy work with external stakeholders

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**

- Lead and develop internal networks for example by chairing and participating in College committees.
- Lead and develop external networks for example with external examiners and assessors.

- Develop links with external contacts such as other educational bodies, employers, and professional bodies to foster collaboration.
- Regularly contact and liaise with students to teach and provide support.
- Provide academic leadership to those working within programme areas, as course leader or equivalent, co-ordinating the work of others to ensure that courses are delivered effectively, and/or organising the work of a team by agreeing objectives and work plans.
- Act as a line manager, supervising the work of others, for example in research teams, projects, or as PhD supervisor when required.
- Contribute to the development of teams and individuals through the appraisal system and providing advice on personal development.
- Act as a personal mentor to peers and colleagues.
- Lead teams within specific areas of responsibility.
- Ensure that teams within the department work together effectively.
- Act to resolve conflicts within and between teams.

**Student and staff counselling**

- Be responsible for dealing with referred issues for students within own educational programmes.
- Act as personal tutor, giving first line support.
- Provide first line support for colleagues, referring them to sources of further help if required.
**DIMENSIONS**

**Problem solving and impact**

- Resolve problems affecting the delivery of courses within own educational programme, and in accordance with College regulations.
- Make decisions regarding the operational aspects of own educational programme.
- Contribute to decisions, which have an impact on other related programmes.
- Provide advice on strategic issues such as the balance of student recruitment, staff appointments and student and other performance matters.
- Identify opportunities for the strategic development of new courses or appropriate areas of activity, and contribute to the development of such ideas.

**Resource management**

- Be responsible for the delivery of own educational programmes.
- Contribute to the overall management of the department in areas such as budget management and business planning.
- Be involved in departmental level strategic planning and contribute to wider strategic planning processes in the College.
- Plan and deliver research, consultancy or similar programmes and ensure that resources are available.
- Contribute to the management of quality, audit and other external assessments.

**Working environment**

- Balance the competing pressures of teaching, scholarship, research, knowledge transfer, administrative demands and deadlines.
- Take responsibility for conducting risk assessments and reducing hazards (depending on area of work and level of training received).
- Engage in continuous professional development.
- Understand and apply the principles of equality of opportunity in an academic context

**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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<th>ATTRIBUTES</th>
<th>ESSENTIAL CRITERIA</th>
<th>DESIRABLE CRITERIA</th>
<th>METHOD OF ASSESSMENT</th>
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<td>Knowledge</td>
<td>▪ Wide breadth and depth of specialist knowledge in own specialism to develop teaching and research programmes</td>
<td>• An ability to attract funding from the Research Councils and other sources</td>
<td>Application Presentation Interview</td>
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<td>▪ To be an externally recognised authority in the subject area</td>
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<td>▪ To possess an in-depth understanding of own specialism to enable the development of new knowledge and understanding within the field</td>
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<td>▪ Understanding of different teaching and learning methods</td>
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<td>Technical and/or work based skills</td>
<td>▪ Effective teaching design and delivery</td>
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<td>Application Presentation Interview</td>
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<td></td>
<td>▪ Highly effective oral and written communication skills, to convey conceptual and complex ideas and information</td>
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<td>▪ Computer proficiency in the standard packages (word processing, e-mail and...</td>
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internet use, and spreadsheets)

**General skills and attributes**
- The ability to provide academic leadership
- Effective presentation skills
- Effective interpersonal skills and delivery techniques to interact with, engage and inspire students
- Commitment to working with and encouraging diversity
- Organisation and administrative skills

**Experience**
- Experience of teaching postgraduate and undergraduate students
- Experience of conducting high quality research in a particular specialism and publishing in recognised journals
- Experience of conducting administrative duties efficiently and effectively
- Experience of developing and implementing research objectives, projects and proposals
- Experience of collaboration with academic colleagues on course, curriculum and research developments

**Application**
- Experience of carrying out consultancy

**Presentation**
- Application

**Interview**
- Presentation
- Interview
Qualifications

▪ PhD (or equivalent) level in an appropriate specialism
FURTHER PARTICULARS

Salary:
£56,349 rising to £62,925 per annum (Grade 9)

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
- Lifelong Learning Contribution for staff scheme

HOW TO APPLY

Closing date for applications:
Midnight on 28 March 2021

Interview date:
21 April 2021

Start date:
Date to be confirmed following interview

To apply for this position please go to our online recruitment portal and search for reference 779.

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:
Professor Mark Levene, Assistant Dean Computer Science and Information Systems, via mlevene@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 will interview all candidates who both declare a disability within the meaning of the Equality Act 2010 and meet the minimum essential criteria for the post, subject to any limits on the overall number of interviews.

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.