WELCOME

Thank you for expressing an interest in the role of Lecturer in international relations 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.
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

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 Lecturer (Teaching & Education) will contribute to the intellectual life of the Department, School and the wider institution. They will make contributions to student education and experience through curriculum development and the delivery of teaching activities in the appropriate subject area.

The Lecturer will achieve this by activities which may include:

- Delivering high quality teaching;
- Supervision at undergraduate and postgraduate level;
- Implementing innovation and enhancement in teaching and learning;
- Undertaking administration of key Department, School and College activities;
- Developing public engagement and/or outreach activity linked to their academic specialism;
- Advancing knowledge in an appropriate way which may include presentations, or publications relating to the practice of teaching and learning;
- Contributing to the development of the curriculum.

MAIN DUTIES

Education and Student Experience

- Organise, design and deliver teaching and assessment as required by the School and Department; this will include delivering lectures, classes and seminars in core and specialist subjects with due regard to best practice and the overall teaching strategy in the School.
- Employ innovations in teaching and learning, to meet the learning needs of students, through the development of teaching materials, forms of pedagogy, or appropriate teaching collaborations.
- Direct one or more undergraduate or postgraduate programmes, where appropriate.
- Be actively involved in ongoing developments and improvements in teaching and administration.
- Challenge thinking, foster debate and develop the ability of students to engage in critical discourse and rational thinking.
- Supervise student projects and dissertations, field trips and, where appropriate, placements.
- Undertake Programme and Module Development at both UG and PG level.
- Chair exam boards, where appropriate.
- Supervise, assess and examine student work and provide relevant and timely feedback.
- Undertake training or development in order to achieve accredited membership of the Higher Education Academy.
- Act as a Personal Tutor, providing effective support to students, including referring to specialist services as appropriate, and proactively identifying engagement issues at an early stage.
- Contribute to student recruitment and enrolment.
- Contribute to the efficient assessment and processing of student applications.
- Ensure that the design and delivery of teaching complies with College Regulations and the national Quality Assurance frameworks.
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.

Respond promptly to student enquiries and concerns, to undertake action as appropriate or signposting alternative avenues of support.

**Scholarship**

- Advancing knowledge in an appropriate way which may include presentations, or publications relating to the practice of teaching and learning.
- Independently, and in collaboration with colleagues, contribute to bids for funding for student experience and education, or other scholarship activities in line with the overall strategy of the School/College.
- Maintain up to date expertise in relevant subject areas.

**Leadership and Management**

- Undertake and develop administrative and management roles and responsibilities within the Department, (e.g. Exams Officer, Admissions Tutor) as agreed with the Assistant Dean.
- Develop and contribute to the vision and leadership of the Department / School / College.
- Contribute to the work of external bodies such as learned societies.
- Engage in the wider College agenda (e.g. Equality and Diversity; Sustainability; Internationalisation; Widening Participation; and Staff Development) in line with College strategies and policies.
- Serve on departmental committees and contribute to development and outreach activity.
- Lead, or engage as appropriate, in departmental activities such as attendance at open days or departmental UCAS days.
- Contribute to student recruitment, enrolment and retention.
- Participate in the recruitment of staff, through shortlisting, attending presentations and/or serving on panels where appropriate.

- Support and promote equalities in line with college strategies and local priorities.
- Contribute to strategies to enhance the overall student experience.

**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.

**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, scholarship 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 teaching teams or on projects.
- 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.

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

DIMENSIONS

Problem solving and impact

- Develop initiative, creativity and judgement in applying appropriate approaches to teaching and learning support and scholarship 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, 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)

These are standard to all Birkbeck Job Descriptions

• Adhere to the College’s Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible.
• 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.
• Work in accordance with the Data Protection Act and to ensure that all new systems are reported to your Data Controller.
• Undertake other such duties as may be reasonably expected.

The above list of responsibilities is not exhaustive and the jobholder may be required to undertake other duties commensurate with the level of the role, as reasonably requested by their line manager.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of the responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post. This table lists the essential and desirable requirements needed in order to perform the job effectively. Candidates will be shortlisted based on the extent to which they meet these requirements.
## PERSON SPECIFICATION

<table>
<thead>
<tr>
<th>ATTRIBUTES</th>
<th>ESSENTIAL CRITERIA</th>
<th>DESIRABLE CRITERIA</th>
<th>METHOD OF ASSESSMENT</th>
</tr>
</thead>
<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 understanding of different teaching and learning methods.</td>
<td>Application</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Interview</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Test</td>
</tr>
<tr>
<td>Technical and/or work based skills</td>
<td>Skills in work practice relevant to the subject area.</td>
<td>Effective oral and written communication skills, to convey both simple and more complex information and academic concepts.</td>
<td>Application</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Interview</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Test</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Computer proficiency in standard packages (e.g. word processing, spreadsheets, e-mail and internet use).</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ability to develop and foster students' learning skills.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<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>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>An ability to lecture and conduct seminars clearly and effectively, with the assistance of a mentor if required, whilst on Academic Probation.</td>
<td></td>
</tr>
</tbody>
</table>
| General skills and attributes | Effective presentation skills.  
To appreciate and react to the needs of individual students and their circumstances  
Organisation and administration skills.  
Commitment to working with diversity.  
Ability to engage the interest and enthusiasm of students and inspire them to learn.  
Interpersonal skills to relate well to students especially mature students. | Application  
Interview  
Test |
|---|---|---|
| Experience | Research experience at postgraduate level.  
Teaching experience. | Teaching experience at degree and/or postgraduate level.  
Experience of carrying out consultancy.  
Experience of publishing research, scholarship or practice, or presenting work at conferences and other events.  
Experience of collaboration with academic colleagues on course, and/or curriculum and/or research developments. | Application  
Interview  
Test |
| Qualifications | PhD (or equivalent) level in an appropriate specialism or extensive professional practice in a subject related area. | Application |
FURTHER PARTICULARS

Salary:
£38,594 to £53,342 per annum (Lecturer Grade)

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)

Working pattern:
Flexible

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

ASYLUMN AND IMMIGRATION STATEMENTS

Applications from candidates who require sponsorship to work in the UK will be considered alongside other applications. Applicants who do not currently have the right to work in the UK will have to satisfy UK Visa & Immigration regulations before they can be appointed.

Further information about Sponsorship and eligibility to work in the UK, can be found at: [https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-skilled-worker](https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-skilled-worker)

HOW TO APPLY

Closing date for applications:
Midnight on 1st July 2021

Interview date:
Date to be confirmed following interview

Start date:
1st October 2021

To apply for this position please go to our online recruitment portal and search for reference 860.

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 George Roussos, Assistant Dean (Computer Science and Information Systems) at g.roussos@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.