



Birkbeck
UNIVERSITY OF LONDON

JOB DESCRIPTION AND PERSON SPECIFICATION



JOB DESCRIPTION

Job title:

Lecturer in Law

Academic Pathway:

Research & Teaching

Faculty:

Faculty of Business and Law

School:

Birkbeck Law School

PURPOSE OF THE JOB

The Lecturer (Research & Teaching) will contribute to the intellectual life of the School, Faculty 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 Faculty 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.
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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.

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 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.

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.

PERSON SPECIFICATION

CANDIDATES/POST-HOLDERS WILL BE ABLE TO DEMONSTRATE THE FOLLOWING	ESSENTIAL (E)/ DESIRABLE (D)
KNOWLEDGE	
Breadth or depth of specialist knowledge in the discipline to develop new or to work within established teaching and research programmes.	E
An understanding of different teaching and learning methods	E
TECHNICAL AND/OR WORK-BASED SKILLS	
Skills in research relevant to the subject area	E
Effective oral and written communication skills, to convey both simple and more complex information and academic concepts	E
Computer proficiency in standard packages (e.g. word processing, spreadsheets, e-mail and internet use)	E
Ability to develop and foster students' learning skills	E
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	E
An ability to lecture and conduct seminars clearly and effectively, with the assistance of a mentor if required, whilst on Academic Probation	E
An ability to attract research funding	D
GENERAL SKILLS AND ATTRIBUTES	
Effective presentation skills	E
To appreciate and react to the needs of individual students and their circumstances	E
Organisation and administration skills	E
Commitment to working with diversity	E
Ability to engage the interest and enthusiasm of students and inspire them to learn	E
Interpersonal skills to relate well to students especially mature students	E
EXPERIENCE	
Teaching experience	E
Research experience at postgraduate level	E
Experience of carrying out consultancy	D
Teaching experience at degree and/or postgraduate level	D
Experience of publishing research, scholarship or practice, or presenting work at conferences and other events	D

Experience of developing and implementing research objectives, projects and proposals	D
Experience of collaboration with academic colleagues on course, and/or curriculum and/ or research developments	D
QUALIFICATIONS	
PhD (or equivalent) level in an appropriate specialism or extensive professional practice in a subject related area.	E

FURTHER INFORMATION

Grade:

Lecturer (Research & Teaching) LLEC

Salary:

£42,365 rising to £58,554 per annum.

The salary, as shown above 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:

Monday to Friday including evening teaching up to twice per week and occasional weekend work

Probation period:

3 years

Duration of post:

Open-ended, permanent contract

HOW TO APPLY

Closing date for applications:

11.59pm on 16 July 2024.

Interview arrangements:

Interview date is 24 July 2024. The selection process will involve:

- A panel interview
- A task: Candidates will be asked to deliver a presentation

Start date: September 2024

To apply for this position please go to our online [recruitment portal](#).

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.

ASYLUM AND IMMIGRATION

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>

Successful applicants will need to demonstrate their right to work in the UK via another means.

HELP & ASSISTANCE

If you are having difficulties accessing the recruitment portal, please email jobs@bbk.ac.uk.

OUR COMMITMENT TO EQUALITY AND 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.

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