



LECTURER A
SCHOOL OF
BUSINESS,
ECONOMICS AND
INFORMATICS

LONDON'S EVENING UNIVERSITY

WELCOME

Many thanks for your interest in the role of **Lecturer A**. This opportunity comes at an exciting point in Birkbeck's history, as we approach our 200th anniversary in 2023.

We have always occupied a unique niche in the UK Higher Education landscape. Founded to make university education accessible to all working Londoners, Birkbeck has been constantly reinvented and renewed in the face of demographic and policy change. As we approach 2023, we will not only be celebrating this history, but also seeking to put the institution on a new footing through a major programme of capital investment to support an ambitious estates strategy.

Part of the University of London federation, we are proud of our credentials as a research intensive institution which hosted luminaries such as Rosalind Franklin and Eric Hobsbawm. Located at the heart of Bloomsbury, our academic community has always been committed to impact, not only seeking to understand but also to change the world it inhabits. Investment in our research infrastructure, enabling us to build on our existing strengths and develop new areas of excellence, is a further key objective as we approach 2023.

Our unique teaching model, centred on face-to-face evening teaching, with students able to study at a pace of their choice, has enabled us to grow in spite of a succession of external challenges, most notably the national decline in part-time and mature student numbers following changes in funding and student finance since 2008.

A series of innovations, most notably our three-year UCAS entry routes through our evening undergraduate degrees, and our comprehensive range of access routes, have enabled us to reach out to a broader spectrum of students than ever before, whilst we remain one of the major providers of academic and professional postgraduate qualifications in London and in the

UK. A further focus of attention is the student experience, where we aim to improve our excellent performances in the National Student Survey (where we have regularly been the highest ranked multi-Faculty institution in London), and in graduate employability.

These ambitious goals come at a time of unprecedented change in the wider HE policy environment. Following a major restructuring in 2009–2010, the College has undergone a period of rapid growth and robust financial performance. Our proven ability to manage our way through external challenges and internal changes, allied to our strong current position, mean that our strategic discussions about the future are focussed on the development of new subject areas and new modes of delivery.

Birkbeck has always had a national role as an advocate of widening access, lifelong learning and part-time and mature students; we will continue to argue this case, ensuring that new initiatives such as the Teaching Excellence Framework reflect the complexity and multivalency of a diverse and inclusive student community. Recently announced policy developments around degree apprenticeships and around postgraduate and part-time student finance give us the opportunity to further refresh and renew our offer.

All of the Birkbeck community have a role to play both in contributing to the development of these strategic ambitions, and in delivering them.

Professor David Latchman, Master of Birkbeck

ABOUT BIRKBECK



In 1823 George Birkbeck founded the London Mechanics' Institute, an avowedly radical institution with a vision for opening up university education to working Londoners. By 1920 Birkbeck was incorporated in to the University of London and today, almost 200 years later, George's mission, 'to ensure the universal dissemination of the blessings of knowledge', remains undimmed.

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, over half are of BAME background, 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. Undergraduate students 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 6th largest cohort of home and EU postgraduate students in the UK. Our Master's courses are taught predominantly in the evenings, with one, two and in some areas three-year pathways, and flexible payment options. We have 13,000 students studying for over 40 Certificates of Higher Education, six Foundation Degrees nearly 80 BA/BSc/LLB degrees and over 150 Master's degrees in Arts; Business, Economics and Informatics; Law; Science; Social Sciences, History and Philosophy.

But while Birkbeck has its roots firmly in London, we are recognised on a global stage. The Times Higher Education (THE) World University rankings 2018 placed Birkbeck among the world's top 350 universities overall, and ranked us the 84th most

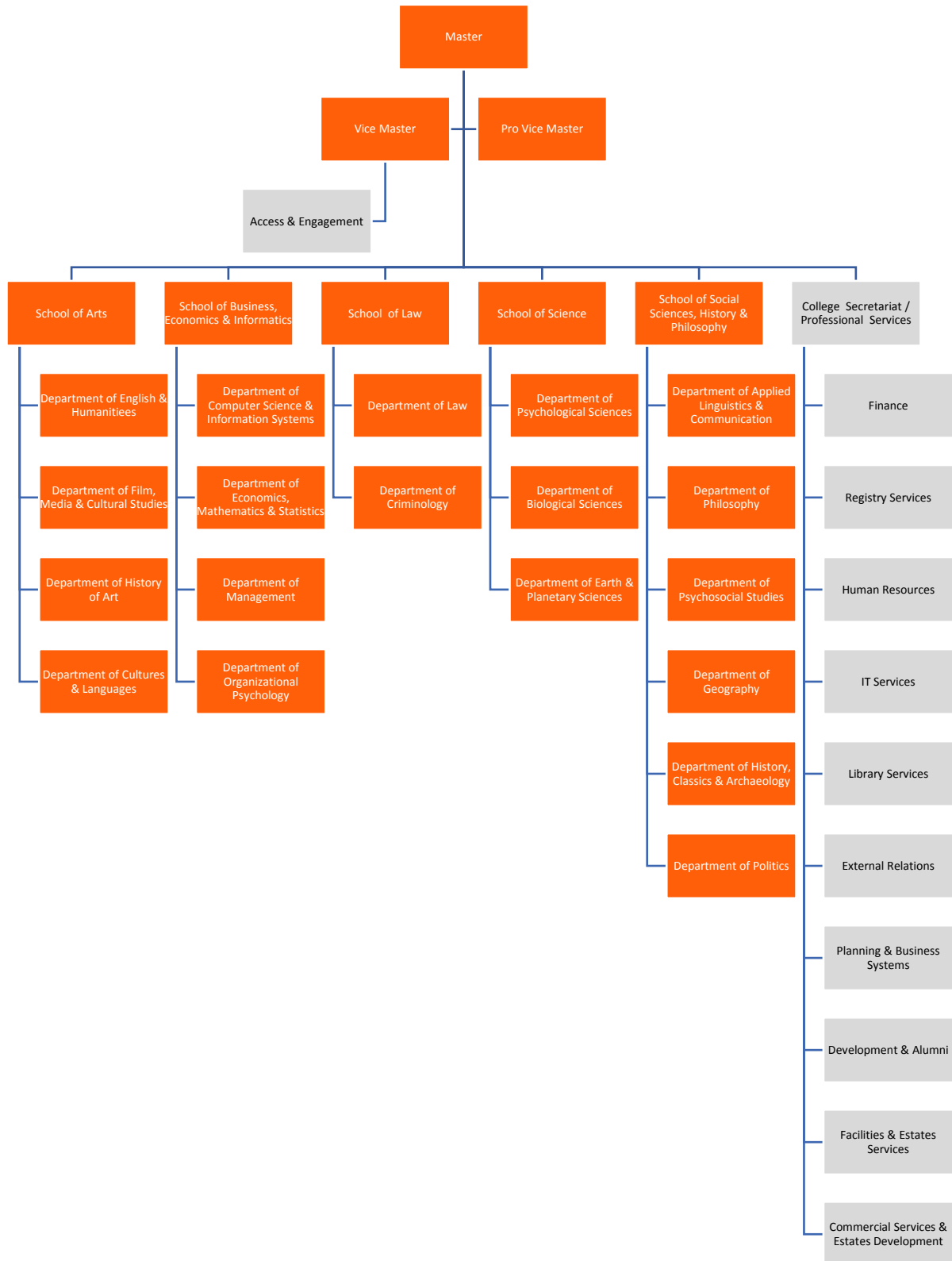
international university, taking in to account both the international students and international academic collaborations. Philosophy and English at Birkbeck are ranked in the world's top 100 according to the QS University World Rankings for 2018, whilst History, Psychology and Law at Birkbeck are all 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 44 research and specialist institutes and among the awards our research has won in recent years is 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 5 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.

BIRKBECK ORGANISATIONAL STRUCTURE



ABOUT THE SCHOOL OF BUSINESS ECONOMICS AND INFORMATICS

The School of Business, Economics and Informatics brings together the College's business-facing activities, teaching around 5000 students in its four departments.

For further information about the School, please visit <http://www.bbk.ac.uk/business/>

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 programme verification. We engage in a broad spectrum of both fundamental and applied research, host two research centres and are a key partner in the recently founded national Institute of Coding (IoC).

For further details see <http://www.dcs.bbk.ac.uk/>

JOB DESCRIPTION

Job title:

Lecturer A

School or Department:

Department of Computer Science and Information (CSIS) / School of Business, Economics and Informatics

Reports to:

Head of School

Responsible for:

Supervise students as appropriate

PURPOSE OF THE JOB

To 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.

MAIN DUTIES

Teaching and learning

- To 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.
- To teach in a developing capacity in a variety of settings from small group tutorials to large lectures.
- To transfer knowledge including practical skills, methods and techniques.
- To use a range of delivery techniques to inspire and engage students.
- To identify learning needs of students and define appropriate learning objectives.
- To ensure that content, methods of delivery and learning materials will meet the defined learning objectives.
- To develop own teaching materials, methods and approaches with guidance
- To develop the skills of applying appropriate approaches to teaching.

- To challenge thinking, foster debate and develop the ability of students to engage in critical discourse and rational thinking.
- To supervise the work of students, including field trips where appropriate, provide advice on study skills, and help them with learning problems.
- To recognise areas where current provision may be in need of revision or improvement.
- To set, mark, and assess work and examinations and provide constructive feedback to students.
- To seek ways of improving performance by reflecting on teaching design and delivery, and obtaining and analysing feedback from students, the line manager, and peers.
- To ensure that the teaching content and methods of delivery are in accordance with equal opportunities, and respond to issues relating to student needs.

Research

- To develop research objectives and proposals for individual or joint research, with the assistance of a mentor if required.
- To conduct individual and collaborative research projects.
- To write up research work for publication.
- To seek practical application of research findings.
- To make presentations at conferences and/or exhibit work in other appropriate events.
- To identify sources of funding and contribute to the process of securing funds.
- To update knowledge and understanding in field or specialism.
- To translate knowledge of advances in the subject area into the course of study.

Communication

- To deal with routine communications using a range of media.
- To communicate complex information, and material of a specialist or highly technical nature, orally, in writing and electronically.
- To prepare and submit proposals and applications to external bodies, e.g. for funding and accreditation purposes.

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

- Regular contact and liaison with students to teach and provide support.
- To collaborate with colleagues to identify and respond to students' needs.
- To collaborate with academic colleagues on course development, curriculum changes and the development of research activity.
- To build internal contacts and participate in internal networks for the exchange of information and to form relationships for future collaboration.
- To join external networks to share information and ideas.
- To oversee postgraduate students where required.
- To attend and contribute to subject group meetings.
- To manage own teaching, research and administrative activities, with guidance if required.

Student counselling

- To use listening, interpersonal and pastoral care skills to deal with sensitive issues concerning students and provide support.
- To act as a mentor for students in the capacity of personal tutor, giving first line support.
- To refer students to alternative sources and services for providing further help as appropriate.

DIMENSIONS

Problem solving and impact

- To develop initiative, creativity and judgement in applying appropriate approaches to teaching and learning support and research activities.
- To respond to pedagogical and practical challenges.

- To share responsibility in deciding how to deliver modules and assess students.
- To contribute to collaborative decision making with colleagues on academic content, and on the assessment of students' work.

Resource management

- To co-operate with others (such as support staff or academic colleagues) to ensure student needs and expectations are met.
- To use teaching and research resources, laboratories and workshops as appropriate.
- To plan and manage own teaching and tutorials as agreed with mentor.

Working environment

- To balance the competing pressures of teaching, scholarship, research, knowledge transfer, administrative demands and deadlines, with help from the line manager and peers.
- To be aware of the risks in the work environment and their potential impact on their own work and that of others.
- To develop familiarity with a variety of strategies to promote and assess learning.
- To understand and apply the principles of equality of opportunity in an academic context.
- To engage in continuous professional development.

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

| ATTRIBUTES | ESSENTIAL CRITERIA | DESIRABLE CRITERIA | METHOD OF ASSESSMENT |
|------------------------------------|---|--|--|
| Knowledge | Breadth or depth of specialist knowledge in the discipline to work within established teaching and research programmes | | Application Presentation Interview Test |
| | An ability to lecture and conduct seminars clearly and effectively | | |
| Technical and/or work based skills | Skills in research relevant to the subject area | An ability to attract research funding | Application Presentation Interview Test |
| | Effective oral and written communication skills, to convey both simple and more complex information and academic concepts | | |
| | Computer proficiency in standard packages (e.g. word processing, spreadsheets, e-mail and internet use) | | |
| General skills and attributes | Effective presentation skills | | Application Presentation Interview Test |
| | An ability to relate well to students, especially mature students | | |
| | 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 | | |

| | | | |
|----------------|---|-------------------------------------|--|
| Experience | Research experience at postgraduate level | Teaching experience at degree level | Application Presentation Interview Test |
| Qualifications | Educated to degree level or equivalent | A PhD or equivalent | Application |

FURTHER INFORMATION

Salary:

£37,912 rising to £43,333 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:

3 Years

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 1st October 2019

Interview date:

To be confirmed

Start date:

2nd January 2020

To apply for this position please go to our online [recruitment portal](#) and search for reference 459.

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, Head of Department, via mlevene@dcs.bbk.ac.uk or 02076316711.

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.