



**Cardiff
Metropolitan
University**

**Prifysgol
Metropolitan
Caerdydd**

JOB DESCRIPTION

Job Title:	Lecturer Sport Media and Broadcast
School:	Cardiff School of Sport and Health Sciences
Location:	Cyncoed Campus
Grade:	7A/B
Salary:	£46,049 to £51,753 per annum pro rata
Hours:	0.5 FTE
Tenure:	Permanent

The opportunity exists for a suitably experienced candidate to deliver across the undergraduate and postgraduate programmes specialising in sport media and broadcast.

Applicants should have industry experience within the field of sport broadcasting with technical expertise in pre and post production. The role requires teaching of technical sport broadcasting skills. As a member of the Cardiff School of Sport & Health Sciences team you will be accountable for teaching, curriculum development, research and professional learning within your field of expertise.

The successful candidate will also be expected to supervise student research and placements as appropriate. In addition you will be required to undertake administration associated with teaching, programme management and other duties as requested. Engagement with marketing and other activities within the university including innovation and entrepreneurial activities within your field of expertise.

Mae'r ddogfen hon hefyd ar gael yn Gymraeg / This document is also available in Welsh.



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ROLE PROFILE

Principal Duties and Responsibilities:

Teaching and learning support

- Design teaching material and deliver either across a range of modules or within a subject area.
- Use appropriate teaching, learning support and assessment methods.
- Supervise student projects, and/or e.g. field trips and, where appropriate, placements.
- Identify areas where current provision is in need of revision or improvement.
- Contribute to the planning, design and development of objectives and material.
- Set, mark and assess work and examinations and provide feedback to students.

Research and scholarship

- Support the development of research objectives, projects and proposals.
- Participate in individual or collaborative research projects.
- Support the identification of sources of funding and contribute to the process of securing funds.
- Apply knowledge acquired from scholarship to teaching, research and appropriate external activities.
- Write or contribute to publications or disseminate research findings using other appropriate media.
- Make presentations at conferences or exhibit work in other appropriate events.

Communication

- Routinely communicate complex and conceptual ideas.

Liaison and networking

- Participate in and help develop internal and external networks for the benefit of Cardiff Metropolitan University in the areas of teaching and research.

Managing people

- Mentor colleagues with less experience and advise on personal development.
- Depending on the area of work, could be expected to supervise the work of others.

Teamwork

- Act as a responsible team member, leading where agreed, and develop productive working relationships with other members of staff.
- Collaborate with colleagues to identify and respond to students' needs.

Pastoral care

- Act as a module tutor.
- Be responsible for the pastoral care of students within a specified area.

Initiative, problem-solving and decision-making

- Identify the need for developing the content or structure of modules with colleagues and make proposals on how this should be achieved.
- Develop ideas promoting the subject and/or research areas.
 - e.g. Develop ideas and find ways of disseminating and applying the results of research and scholarship.
 - e.g. Responsibility for the design and delivery of own modules and assessment methods.
 - e.g. Collaborate with colleagues on the implementation of assessment procedures.
 - e.g. Advise others on strategic issues such as student recruitment and marketing.
 - e.g. Contribute to the accreditation of courses and quality control processes.

Planning and managing resources

- As module leader or tutor, co-ordinate with others (such as support staff or academic colleagues) to ensure student needs and expectations are met.
- Manage projects relating to own area of work.
- Participating in developing ideas for generating income.

Sensory, physical and emotional demands.

- Balance the pressures of teaching and administrative demands and competing deadlines.

Work environment

- Within the context of Cardiff Metropolitan University's H&S policy, depending on area of work and level of training received, may be expected to conduct risk assessment and take responsibility for the health and safety of others.

Expertise

- Possess sufficient breadth or depth of specialist knowledge in the discipline to develop teaching and/or research programmes and the provision of learning support.
- Use a range of delivery techniques.

Standard Notification

These guidelines are provided to assist you in the performance of your contract. The university is a dynamic organisation; therefore changes may be required from time to time. Any changes will be made in consultation with the post-holder. The Summary of Duties and Responsibilities is not intended to be an exhaustive list of tasks performed. Other associated technical tasks are likely to be performed as directed by the line manager.

The University is committed to the highest ethical and professional standards of conduct. Therefore, all employees are expected to have due regard for the impact of their personal behaviour and conduct on the University, students, colleagues, business stakeholders and our community. Each employee must demonstrate adherence to our Code of Professional Conduct. In addition, all employees should have particular regard for their responsibilities under Cardiff Metropolitan University's Equalities, Financial, Environmental and Sustainability, People Services and Health and Safety policies and procedures.



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PERSON SPECIFICATION

Post: Lecturer – Sport Media and Broadcast

Unit/School: Cardiff School of Sport and Health Sciences

*Key

A - Application form

I - Interview

T -Test

FACTORS	ESSENTIAL AND DESIRABLE CRITERIA	ASSESSED BY		
		A*	I*	T*
Education and Qualifications (Essential)	A good honours degree and / or equivalent professional qualification in Media / Broadcast / Journalism or closely related area	X		
	Earned doctoral qualification or appropriate experience	X		
	Ability to achieve Fellow Status as part of the Higher Education Academy's Professional Recognition scheme, within a 3 year period.	X		
Education and Qualifications (Desirable)	Fellow Status as part of the Higher Education Academy's Professional Recognition scheme.	X		
	Membership of a professional body	X		
Knowledge (Essential)	A good level of knowledge of sport journalism / broadcasting across all platforms (audio, digital and video)	X	X	X
	Practical knowledge and experience of broadcasting	X	X	
	A sound understanding of pedagogy	X	X	

Knowledge (Desirable)	A good understanding of pre and post media production			
	A good knowledge of the sports marketing industry (press and communications)			
	A sound understanding of research/enterprise and scholarly activity			
Skills and Abilities Relating to Role (Essential)	Practical sport media / journalism / broadcasting skills	X	X	
	Ability to discuss cultural issues within sport broadcasting	X		X
	Ability to develop teaching and/or research programmes and the provision of learning support.	X	X	
	Ability to perform and teach the basic principles of video capture and editing	X		
	Ability to design teaching and learning material.	X	X	X
	Ability to employ appropriate assessment methods.		X	
	Ability to contribute to the achievement of the School Development Plan and the development of other school activities.		X	
	Ability to undertake administrative duties in an accurate and timely fashion.	X	X	X
	Ability to plan workloads and projects and manage resources effectively.	X	X	X
	Ability to identify areas for improvement and to use initiative and problem solving skills to improve performance.	X	X	
	Ability to develop productive working relationships as part of a professional team	X	X	
	Ability to generate industry contacts and networks to enhance the student experience through guest lectures, placements, visits and employment opportunities	X	X	

Skills and Abilities Relating to Role (Desirable)	Ability to support the development of research objectives, projects or proposals.	X	X	
	Ability to employ appropriate methods for disseminating research findings.	X	X	
	Ability to take responsibility for a number of key areas such as module tutor, research supervision at undergraduate level.	X	X	
	Ability to communicate and disseminate complex and conceptual ideas in a variety of ways – presentations at conferences reports on findings, publications, feedback etc.	X	X	
	Ability to work collaboratively on research projects through the development of appropriate partnerships	X	X	
Experience Paid/Unpaid (Essential)	Experience of working as a sports journalist / broadcaster	X	X	X
	Experience of teaching / research or equivalent.	X	X	
	Experience of attracting or generating funds/income through a variety of sources.	X	X	X
	Experience of working with others in a supervisory/guiding/supporting/mentoring capacity	X		

Experience Paid /Unpaid (Desirable)	Experience of working with broadcast accreditation bodies	X		
	Experience in live radio broadcast using content management playout and automation systems eg myriad	X		
	Experience as a shoot-edit journalist producing video content for broadcast news output	X		
	Experience of teaching and research in Higher Education.	X	X	
	Experience of marketing sport media and broadcast programmes and student recruitment	X		
	Experiences of podcasting and live streaming	X		
	Experience in press and public relations marketing and communications	X		
Other Requirements (Essential)				
Other Requirements (Desirable)				
Welsh Language Skills Listening Desirable For the full skill descriptions, please visit our staff recruitment website.	C1 - Fluent user Can communicate fluently in Welsh.	X		
Welsh Language Skills Reading Desirable	C1 - Fluent user Can communicate fluently in Welsh.	X		

Welsh Language Skills	C1 - Fluent user Can communicate fluently in Welsh.	X		
Speaking				
Desirable				
Welsh Language Skills	C1 - Fluent user Can communicate fluently in Welsh.	X		
Writing				
Desirable				