JOB DESCRIPTION

Job Title:	**Lecturer in Criminology and Professional Policing**
School:	**Cardiff School of Education and Social Policy**
Location:	**Cyncoed Campus**
Grade:	**7A/B**
Salary:	**£46,970 - £52,788 per annum**
Hours:	**37 hours per week**
Tenure:	**Permanent**

Role Summary:

This is a key post that will contribute to the ambitions of the University's Strategic Plan 2030.

The opportunity exists for a suitably experienced candidate to contribute to the delivery of the BSc (Hons) Criminology and the BA (Hons) Professional Policing programme, and possibly the MSc Criminology and Criminal Investigation, and MSc Criminal Justice and Security programmes. There will be a requirement to teach according to the QAA Benchmark Statements for Criminology and therefore applicants should be able to demonstrate relevant knowledge and understanding of contemporary criminology scholarship. Contribution to the School's other taught programmes may be required.

The successful candidate will be expected to supervise student research and placements as appropriate. You will be required to undertake administration associated with teaching, programme management and other duties as directed by the Dean of School. Engagement with the recruitment of students is expected. You will be required to engage in other activities within the school including innovation and community engagement activities.

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

- Engage in subject, professional and pedagogy scholarly activity/research as required to support teaching activities.
- Participate in individual or collaborative scholarly projects.
- Support the identification of sources of funding and contribute to the process of securing funds for own scholarly activities.
- Extend, transform and apply knowledge acquired from scholarship to teaching and appropriate external activities.
- Develop and produce learning materials and disseminate the results of scholarly activity.

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 scholarship.

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.
- Co-ordinate the work of others to ensure modules are delivered to the standards required.

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 for promoting the subject:
  - e.g. Develop ideas and find ways of disseminating and applying the result of 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.
  - e.g. Tackle issues affecting the quality of delivery within scope of own level of responsibility, referring more serious matters to others, as appropriate.

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 and the organisation of external activities such as placements and field trips.
- Participating in developing ideas for generating income.
- Be responsible for administrative duties in areas such as admissions, time-tabling, examinations, assessment of progress and student attendance.

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 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 role. 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 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.

PERSON SPECIFICATION

Job Title: Lecturer in Criminology and Professional Policing

School/Unit: Cardiff School of Education and Social Policy

*Key
A - Application form
I - Interview
P - Presentation

FACTORS	ESSENTIAL AND DESIRABLE CRITERIA	ASSESSED BY		
		A*	I*	T*
Education and Qualifications (Essential)	A good honours degree.	✓		
	An earned doctoral level qualification.	✓		
	Ability to achieve Fellow Status as part of the Higher Education Academy's Professional Recognition scheme, within a three-year period.	✓	✓	
Education and Qualifications (Desirable)	Fellow Status as part of the Higher Education Academy's Professional Recognition scheme.	✓		
	Membership of a professional body.	✓		
Knowledge (Essential)	A good level of knowledge relevant to the subject and professional area including, criminological theory.	✓	✓	✓
	Evidence of undertaking continuous professional development (CPD).	✓		
	A sound understanding of pedagogy.	✓		✓
	A sound understanding of research/innovation and scholarly activity.	✓	✓	
Knowledge (Desirable)	N/A			
Skills and Abilities Relating to Role (Essential)	Ability to design teaching and learning material.	✓		✓
	Ability to employ appropriate assessment methods.	✓	✓	
	Ability to contribute to the achievement of the School Development Plan and the development of other school activities.		✓	
	Ability to undertake administrative duties in an accurate and timely fashion.		✓	

	Ability to plan workloads and projects and manage resources effectively.		✓	
	Ability to identify areas for improvement and to use initiative and problem-solving skills to improve performance.		✓	
	Ability to take responsibility for a number of key areas such as module tutor, research supervision at undergraduate level.	✓		
	Ability to communicate and disseminate complex and conceptual ideas in a variety of ways – presentations, reports, learning materials, results of scholarly activity, feedback etc.	✓		
	Ability to develop productive working relationships as part of a professional team.	✓		
	Ability to work collaboratively through the development of appropriate partnerships.		✓	
	Ability to develop and deliver practical criminology teaching activities, including scenario-based learning, simulations and practical assessments.	✓		✓
Skills and Abilities Relating to Role (Desirable)	N/A			
Experience Paid/Unpaid (Essential)	Experience of teaching/scholarly activity or equivalent.	✓		
	Experience of attracting or generating funds/income through a variety of sources.		✓	
	Experience of working with others in a supervisory/guiding/supporting/mentoring capacity.	✓		
Experience Paid/Unpaid (Desirable)	Experience of teaching and scholarship in Higher Education.	✓		
Other Requirements (Essential)	N/A			
Other Requirements (Desirable) **Welsh Language Skills**	<u>Listening, Reading, Speaking, Writing</u> **C2 - Master user** Can communicate fluently on complex and specialist matters in Welsh.	✓		

For the full skill descriptions, please visit our staff recruitment website.				