JOB DESCRIPTION

Job Title: **Senior Lecturer in Law**

School: **Cardiff School of Management**

Location: **Llandaff Campus**

Grade: **8A/B**

Salary: **£51,283 - £59,421 per annum**

Hours: **37 hours per week**

Tenure: **Permanent**

Role Summary:

Cardiff School of Management is one of Cardiff Metropolitan University's five schools. Based in our state-of-the-art facility near to the heart of the capital city we offer a wide range of programmes at undergraduate and postgraduate level. Law is part of the School and this is a key post that will contribute to the ambitions of the University's Strategic Plan (Strategy 2030).

Cardiff School of Management's Department of Business, Management and Law is seeking to appoint a Senior Lecturer in Law.

The Department runs several highly successful Law Programmes, such as the LLB (Hons), BA (Hons) Law and Criminology, BA (Hons) Business Law and Management and a Foundation in Legal Studies pathway. In 2024, we opened the CSM Entrepreneurial Law Clinic, in which students give legal advice and assistance under the supervision of experienced staff. Our teaching emphasises personal and skills development, with a focus on employability. We aim to place law in its socio-legal context to enhance understanding of its societal impact and develop analytical, critical thinking and problem-solving skills for all our graduates.

This role holder will actively contribute to the teaching of a range of relevant modules at undergraduate level and have teaching and research interests in the areas of:

- Constitutional Law
- Administrative Law
- Tort Law
- Alternative Dispute Resolution
- Company and Commercial Law
- Youth, Inequality and Crime

- Family Law
- Access to Justice
- Punishment and Justice
- Legal and Professional Skills

The role holder will have a strong track record of high-quality research and will work with the Law Field Group to deliver inspiring teaching and develop research interests

Principal Duties and Responsibilities:
- Deliver inspiring teaching to students and ensuring the currency of modules taught.
- Establishing an external network to offer engagement opportunities for students.
- Support in the design, development and delivery of a range of modules across our Law provision at various levels.
- Lead or support research including supervision of research students at undergraduate and postgraduate levels.

Teaching and learning support
- Support the designing, development and delivery of a range of programmes of study (sometimes for entirely new courses) at various levels.
- Review on a regular basis course content and materials, updating when required.
- Develop and apply appropriate teaching techniques and material which create interest, understanding and enthusiasm amongst students.
- Ensure that course design and delivery comply with the quality standards and regulations of the university and department.

Research and scholarship
- Lead the design and production of peer-reviewed publications and/or practitioner outputs, and/or disseminate research findings using other appropriate media.
- Make presentations at local, national and international academic and/or practitioner conferences or exhibit work in other appropriate events.
- Apply knowledge acquired from research and innovation as well as scholarship to learning and teaching, and appropriate external activities
- Manage the delivery of individual and/or collaborative research projects to time and on budget.
- Work with university stakeholders to identify sources of research funding and lead the process of securing funds.

Communication
- Disseminate conceptual and complex ideas to a wide variety of audience.

Liaison and networking
- Lead and develop internal networks for example by chairing and participating in School and Institutional committee.

- Lead and develop external networks for example with external examiners and assessors.
- Develop links with external contacts such as other educational bodies, employers, and professional bodies to foster collaboration.

Managing people
- Provide academic leadership to those working within programme areas, as course leader or equivalent, by for example co-ordinating the work of others to ensure that courses are delivered effectively or organising the work of a team by agreeing objectives and work plans with reference to the Academic Handbook.
- Contributing to the development of teams and individuals.
- Act as a personal mentor to peers and colleagues.

Teamwork
- Lead teams within areas of responsibility.
- Help to ensure that teams within the department work together.
- Participate to help resolve conflicts within and between teams.

Pastoral care
- Responsible for dealing with referred issues for students within own educational programmes.
- Provide first line support for colleagues, referring them to sources of further help if required.

Initiative, problem-solving and decision-making
- Resolve problems affecting the delivery of courses within own educational programme and in accordance with regulations.
- Make decisions regarding the operational aspects of own educational programme.
- Contribute to decisions which have an impact on other related programmes.
- Provide advice on issues such as ensuring the adequate balance of student population, appointment and student and other performance matters.
- Staying up to date with professional practice and spotting opportunities for strategic development of new courses or appropriate areas of activity and contributing to the development of such ideas.

Planning and managing resources
- Responsible for the delivery of own educational programmes.
- Contribute through the teams within which you are a member of to the overall management of the department in areas such as budget management and business planning.
- Be involved through various routes in departmental level strategic planning and contribute to the Institution's strategic planning processes.
- Plan and deliver research, consultancy or similar programmes within the constraints of resources available.
- Contribute to the management of quality, audit and other external assessments.

Sensory, physical and emotional demands.
- Balance the pressures of teaching, research and administrative demands and competing deadlines.

Work environment

- Depending on area of work (e.g. laboratories, workshops, and studios) may be expected to take responsibility for conducting risk assessments and reducing hazards.

Expertise
- Required to be an externally recognised authority in the subject area.
- In-depth understanding of own specialism to enable the development of new knowledge and understanding both within the field, or through application.

Standard Notification
These guidelines are provided to assist you in the performance of your contract. The university is a dynamic organisation and 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 behavior 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

Post: <u>Senior Lecturer in Law</u>

Unit/School: <u>Cardiff School of Management</u>

<u>*Key</u>

A - Application form
I - Interview
T - Test

FACTORS	ESSENTIAL AND DESIRABLE CRITERIA	ASSESSED BY		
		A*	I*	T*
Education and Qualifications (Essential)	A Masters (LLM/MA/MRes) or equivalent qualification in Law or Criminology/Criminal Justice or a related discipline.	✓		
	Membership of a relevant professional body.	✓		
	Ability to achieve Fellow Status as part of the Higher Education Academy's Professional Recognition scheme, within agreed timescales (as soon as is practicably possible and definitely within three years of commencement of employment).	✓		
Education and Qualifications (Desirable)	Fellow Status as part of the Higher Education Academy's Professional Recognition scheme.	✓		
	Doctoral level qualification.			
Knowledge (Essential)	An in-depth knowledge of specialist subject and professional area.	✓	✓	✓
	An in-depth understanding of pedagogy	✓	✓	✓
	An in-depth understanding of research/enterprise and scholarly activity.	✓	✓	✓
Knowledge (Desirable)	National /international recognition in specialist subject and professional area.	✓	✓	

SENIOR LECTURER – TEACHING AND RESEARCH

Skills and Abilities Relating to Role (Essential)	Ability to design, develop and deliver a range of modules at various levels.	✓	✓	✓
	Ability to review module/programme design on a regular basis to ensure compliance with quality standards and academic regulations and to make alterations where appropriate.		✓	
	Ability to contribute to the achievement of the School Development Plan and the institutions strategic planning processes.		✓	
	Ability to develop research objectives, prepare proposals, carry out independent research, referee and contribute to peer assessment.	✓	✓	
	Ability to identify opportunities for strategic development/improvement e.g. research projects, new courses and consultancy.		✓	
	Ability to identify (through the analysis of appropriate management information) areas requiring improved performance e.g. student numbers, student satisfaction.		✓	
	Ability to take responsibility for several key areas such as Chairing and participating in School and Institutional committees, leading projects.	✓	✓	
	Ability to communicate and disseminate complex and conceptual ideas in a variety of ways – presentations or exhibitions at national or international conferences, reports on findings, journal articles etc. to a wide variety of audiences.	✓	✓	
	Ability to lead and contribute to the development of teams to ensure effective and productive working relationships.		✓	
	Ability to lead/develop/work collaboratively with a number of internal and external networks, e.g. professional associations, external examiners.		✓	
Skills and Abilities Relating to Role (Desirable)	Ability to supervise candidates for research degrees.	✓		

Experience Paid/Unpaid (Essential)	Successful experience of HE teaching/professional practice or equivalent and demonstrated competence to teach principles of legal professional conduct on related programmes.	✓	✓	✓
	Experience of providing academic leadership and first line support/mentoring for other colleagues.	✓	✓	
	Experience of engaging in pedagogic and practitioner research and related evidence of securing research funding.	✓	✓	
	Experience of contributing to the development of academic strategies for example, research and enterprise, teaching and learning.	✓	✓	
	Experience of managing performance through the setting, monitoring and review of objectives.	✓	✓	
Experience Paid/Unpaid (Desirable)				
Other Requirements (Essential)	Ability to risk assess and implement policy / strategy in relation to Equality and Diversity, Health and Safety, Quality Standards.		✓	
Other Requirements (Desirable)	Awareness of internationalisation and its implementation both within the curriculum and classroom.	✓	✓	
	Evidence of innovation in the classroom.	✓	✓	✓
Welsh Language Skills **Listening Desirable**	C1 - Fluent user Can communicate fluently in Welsh.	✓		
Welsh Language Skills **Reading Desirable**	C1 - Fluent user Can communicate fluently in Welsh.	✓		

| Welsh Language Skills

Speaking Desirable | C1 - Fluent user
Can communicate fluently in Welsh. | ✓ | | |
| Welsh Language Skills

Writing Desirable | C1 - Fluent user
Can communicate fluently in Welsh. | ✓ | | |