

Job Description

Post title: Lecturer/Senior Lecturer in Broadcast Journalism	Post No: M1285
Organisation Unit: School of Arts and Humanities.	Date compiled: February 2018
Grade: H/I	Hours per week: 37 Weeks per year: 52
If fixed term, state duration:	
Immediate line manager: Head of Department	
Designation and grade of any staff supervised by the postholder: None	
Job purpose: To teach journalism at undergraduate and postgraduate levels and to contribute to the development, assessment and management of academic programmes within the subject area; in addition to undertaking relevant research, commercial and consultancy activities.	
Principal duties and responsibilities: The role will encompass all of the following, but the balance of duties and responsibilities will be determined in discussion with the post holder's line manager:	
A) Subject Area	
<ol style="list-style-type: none"> 1. Digital news gathering and production. 2. BA Broadcast Journalism 3. MA Broadcast Journalism 4. Long-form journalism 	
B) Principal Duties	
<ol style="list-style-type: none"> 1. To teach and provide supervision at undergraduate and postgraduate levels on programmes within Journalism utilising appropriate teaching, learning, support and assessment methods. This to include undertaking marking, assessment and examination work and provision of timely feedback to students. 2. As a member of the module/ level/ programme team and/or as course leader of such a team, contribute to the management, planning, design, development and review of module and programme content. Identifying areas for revision, improvement or innovation in order to meet student and/or industry expectations. Contribute and/or lead the accreditation of courses and quality control processes as necessary. 3. Responsibility for the delivery, leadership and assessment of own modules, including projects and dissertations. 4. Develop a range of approaches to teaching and learning which are innovative for the University and subject area which create interest, understanding and enthusiasm amongst students and reflect developing practice elsewhere, e.g. Case studies. Gather evidence from staff or students in order to prepare reviews of academic activity. Collaborate with 	

colleagues to identify and respond to students' needs.

5. Actively engage in subject research to support teaching activities and to contribute to REF or other research assessments, ensuring that module content is informed appropriately by topical research issues.
6. Identify sources of research funding and contribute to the process of securing funding for own research activities as appropriate.
7. Maintain relationships with national or international professional organisations within the subject field. This may involve links with professional bodies, e.g. re ongoing accreditation.
8. Actively engage in individual or collaborative research projects and scholarly activities, both internal and external to the University, applying the knowledge acquired to further develop teaching and other activities.
9. Liaise with national and/or international partners to ensure comparability of collaborative provision within the department.
10. Participate in the University's Performance, Development and Contribution Review (PDCR) process. Ensure that knowledge of the relevant subject area is fully up to date by actively engaging in continuous professional development and scholarly activities appropriate to the post.
11. Responsible for the pastoral care and motivation of students, supporting them in learning difficulties, and on occasion personal difficulties, ensuring that appropriate internal or external specialist support for the latter is sought.
12. To prepare, organise and assist with student cultural visits, exhibitions, field trips and placements as appropriate and to attend all events, including Graduation days and open days, relevant to the programmes taught by the post holder.
13. Mentor colleagues with less experience and advise them on personal development; this may include the induction of new colleagues.
14. To undertake administrative duties appropriate to the post, including admissions, timetabling and adherence to University procedures. May be expected to conduct risk assessments and take responsibility for the health and safety of others.
15. May take on a course leadership role and will be expected to act as a module tutor and year tutor. Attendance at team meetings as required, and working cooperatively with Professional Services and technical team colleagues.
16. The postholder may be required to undertake any other duties which may reasonably be required as within the nature of the duties and responsibilities of the post as defined.

Special requirements:

Given the nature of the role, some weekend work and international travel may be required subject to the needs of the business.

All staff are expected to comply with the University's Health and Safety and Equal Opportunities policies in the performance of their duties.

Job description drawn up by	Carole Fleming, Head of Broadcasting and Journalism	May 2018
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Approved for department by	Angela Brown, Dean of School of Arts And Humanities	May 2018
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<http://www.ntu.ac.uk/humanresources/>

See also

[JD Guidance Notes](#) (for HR use only)

Person Specification

Post Title:	Lecturer/Senior Lecturer in Broadcast Journalism	Post No:	M1285
Organisation Unit:	School of Arts and Humanities		
Grade:	H/I	Date Compiled:	February 2018

Attributes	Essential *	Desirable
Knowledge	<p>Understanding of the major subject areas within the discipline of journalism.</p> <p>An understanding of contemporary journalism issues of particular significance for the future development of the industry and profession.</p> <p>Knowledge and understanding of digital newsgathering and convergence newsroom experience.</p> <p>Knowledge of social media and its use in researching and disseminating news.</p> <p>Knowledge of and experience in at least one specialist area of journalism: Data Journalism; Political Journalism.</p>	<p>Detailed knowledge of contemporary teaching practices within Higher Education (HE)</p> <p>An understanding of the journalism research context and ethos within the UK Higher Education Sector.</p> <p>An understanding of the requirements of the BJTC for HE courses.</p>

Skills	<p>Good interpersonal skills and an ability to communicate complex ideas effectively to students using a variety of teaching methods, thereby enhancing the student experience</p> <p>Experience of working with industry-standard editing software and digital audio and video recording devices and Content Management Systems.</p> <p>Ability to undertake scholarly activity and conduct research in the discipline</p> <p>Good administrative, IT, and analytical skills</p>	<p>Ability to manage academic processes in a Higher Education environment.</p> <p>An ability to empathise with staff and students and have an understanding of the issues affecting HE</p>
Experience	<p>Proven Industry and/ or Higher Education teaching experience in journalism, in one or more of the following areas:</p> <ul style="list-style-type: none"> • Experience or understanding of data journalism and digital methods, such as data scraping and sentiment analysis, to research and validate news stories. • Current or recent experience of working in a mainstream, multi-platform newsroom. <p>Experience of producing live and as-live content for Radio and TV.</p> <p>Experience of producing digital content for news websites and using social media for researching, disseminating and promoting news.</p> <p>Experience of working within a live TV news gallery and within live radio studios.</p>	<p>Higher Education teaching experience.</p> <p>Relevant research or consultancy experience.</p> <p>Undertaking relevant research and presenting results at conferences/industry events and publishing in journals</p> <p>Experience of facilitating independent study.</p> <p>Experience of academic administration and organisational responsibilities within a HE environment.</p> <p>Continuing industry practice or strong links with industry which can be drawn upon to enhance and ensure currency of provision at CBJ and to foster opportunities for employment or work placements for students.</p>

Qualifications & Professional Recognition	<p>An degree in relevant subject area</p> <p>Fellowship of the Higher Education Academy (HEA) Note: Newly appointed lecturers who do not already hold Higher Education Academy Level 2 Professional Recognition (HEA Fellow) will be required to achieve this within 3 years of starting at NTU.</p> <p>A Higher Education teaching qualification such as a PGCHE or PGCert in Academic Practice or equivalent <i>Note: Newly appointed lecturers who do not already hold a qualification to teach in Higher Education, will be required to complete NTU's Academic Professional Standard Apprenticeship or Postgraduate Certificate in Academic Practice (PGCAP) within 3 years of starting at NTU</i></p>		<p>A PhD in relevant subject area</p> <p>A Higher Education (and Further Education if appropriate) qualification such as PGCHE or PGCert in Academic Practice or equivalent, and/or a minimum of HEA Fellow recognition.</p> <p>Membership of relevant Professional bodies.</p>	
Competencies	COMPETENCY - ESSENTIAL	LEVEL	COMPETENCY - DESIRABLE	LEVEL

	<p><u>Organisation and delivery</u> Plans time taking account of organisational priorities and other colleagues' work roles to achieve results</p> <p><u>Team working</u> Contributes to team development, seeking and testing improvements to the team's outputs/service</p> <p><u>Communicating and influencing</u> Communicates effectively with a wide range of diverse internal and external stakeholders, influencing and negotiating change. Networks internally to keep ahead of developments</p> <p><u>Creativity and Innovation</u> Reviews, tests and implements new concepts, models and approaches to practice in support of service implementation and delivery</p>	<p>2</p> <p>2</p> <p>3</p> <p>3</p>	<p><u>Making informed decisions</u> Uses analyses, reports and data to test the validity of options and assess risk before taking decisions. Ensures optimum decisions are taken</p> <p><u>Customer focus</u> Works to identify customer needs. Seeks feedback and develops service delivery accordingly. Influences and develops ideas to enhance customer satisfaction</p>	<p>2</p> <p>2</p>
Person Specification drawn up by:	Carole Fleming, Head of Broadcasting and Journalism	Date: May 2018		
Approved for department by:	Angela Brown, Dean of School of Arts and Humanities	Date: May 2018		

* Please note: in compliance with our obligations under the Immigration, Asylum & Nationality Act 2006, we will require to check original documentary proof of eligibility to work in the UK