

<b>Job Description &amp; Person Specification</b>	
<b>Post title:</b> Hourly Paid Lecturer in Chemistry & Forensic Science	<b>Post No:</b> 010891
<b>School or Department:</b> Chemistry & Forensics	<b>Date created:</b> 29 November 2021
<b>Grade:</b> HPL 1	<b>Hours per week:</b> as per teaching schedule
<b>Fixed term end date</b> (if applicable):	
<b>Other requirements of the role:</b>	
<b>Immediate line manager:</b> Head of Department	
<b>Title &amp; Grade of posts line managed by postholder:</b> N/A	

**Job purpose:** To support the delivery of the undergraduate and postgraduate portfolio within **Chemistry & Forensics** making a direct contribution to teaching.

**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**

- Forensic Science
- Organic Chemistry
- Physical Chemistry
- Forensic Chemistry
- Inorganic Chemistry

**• Principal Duties**

1. To prepare and deliver teaching and teaching materials, utilising appropriate teaching, learning, support and assessment methods.
2. The setting and marking of projects and assignments including dissertations and providing feedback to students.
3. The setting, marking and supervision of examinations (including referrals).
4. To keep timely and accurate records of attendance, records of work and to file electronic copies of students' work and feedback using the systems provided.
5. To contribute to the effective working of the relevant academic teams, attending course meetings as appropriate.
6. To undertake administrative and pastoral duties as required, in order to effectively carry out the duties above.
7. Work cooperatively with the subject administration, technical and payroll teams.
8. Ensuring that knowledge of the relevant subject area is up to date by engaging in continuous professional development.

**N.B.** The post-holder 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, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

**Special requirements:**

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

## Personal Attributes

Attributes	Essential	Desirable
<b>Knowledge</b>	<p>Detailed knowledge of:</p> <ul style="list-style-type: none"> <li>• Forensic Science</li> <li>• Organic Chemistry</li> <li>• Physical Chemistry</li> <li>• Forensic Chemistry</li> <li>• Inorganic Chemistry</li> </ul> <p>to the required standard appropriate to the level of course/s to be delivered</p>	<p>Detailed knowledge of contemporary teaching practices within Higher Education (HE)</p> <p>Experience of Forensic Science teaching in HE</p>
<b>Skills</b>	<p>Good interpersonal skills and an ability to communicate ideas of a complex or technical nature to students effectively using a variety of teaching methods, thereby enhancing the student experience</p> <p>Excellent technical skills and fully conversant with appropriate industry standard software/professional practices</p> <p>Good administrative, IT, and analytical skills</p>	<p>An ability to empathise with staff and students and have an understanding of the issues affecting HE</p>
<b>Experience</b>	<p>Proven industry and/ or teaching experience in:</p> <ul style="list-style-type: none"> <li>• <b>Forensic Science</b> – may include Archaeology, Geoscience, Anthropology, and/or Environmental Archaeology. Crime Scene, physical evidence analysis.</li> <li>• <b>Physical Chemistry</b> -all aspects</li> <li>• <b>Forensic Chemistry</b>-instrumental analysis, analytical techniques, QC/QA</li> </ul>	<p>Experience of Forensic Science at undergraduate and/or postgraduate level</p> <p>Experience of facilitating independent study</p> <p>Experience of academic administration and organisational responsibilities within a HE environment</p>
<b>Qualifications</b>	<p>A degree, or equivalent experience, in relevant subject area</p>	<p>Membership of relevant professional bodies</p> <p>Relevant postgraduate qualification/PGCHE or equivalent qualification</p>

## Competencies

Essential Competencies	Desirable Competencies
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<p><b><u>Organisation and delivery ( Level 2)</u></b> Plans time taking account of organisational priorities and other colleagues' work roles to achieve results</p> <p><b><u>Team working ( Level 2)</u></b> Contributes to team development, seeking and testing improvements to the team's outputs/service</p> <p><b><u>Communicating and influencing ( Level 3)</u></b> 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><b><u>Creativity and Innovation (Level 3)</u></b> Reviews, tests and implements new concepts, models and approaches to practice in support of service implementation and delivery</p>	<p><b><u>Making informed decisions (Level 2)</u></b> Uses analyses, reports and data to test the validity of options and assess risk before taking decisions. Ensures optimum decisions are taken</p> <p><b><u>Customer focus ( Level 2)</u></b> Works to identify customer needs. Seeks feedback and develops service delivery accordingly. Influences and develops ideas to enhance customer satisfaction</p>
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**Job Description and Person Specification created by HoD : Ms Emma Rixon**

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