



Job Description & Person Specification	
Post title: Hourly Paid Lecturer in Renewable Energy Technologies	Post No:
School or Department: Environmental Sciences	Date created: 04/07/2022
Grade: HPL1	Hours per week: As per teaching schedule(s) Weeks per year: As per teaching schedule(s)
Fixed term end date (if applicable): N/A	
Other requirements of the role:	
Immediate line manager: HoD Environmental Sciences	
Title & Grade of posts line managed by postholder: None	

Job purpose: To support the delivery of the undergraduate and postgraduate portfolio within Environment by 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 to include the following:

1. **UK energy use and energy policy**
2. **Renewable energy and innovations to reduce energy consumption**

B) Principal Duties

1. As part of the module team, prepare and deliver teaching and teaching materials, utilising appropriate teaching, learning, support and assessment methods to ensure the defined learning objectives are met, with the guidance of module leader and/or programme team, and taking into account student or peer feedback where appropriate.
2. Transfer knowledge in the form of practical skills, methods and techniques. This may take the form of lectures, seminars, labs, workshops or field trips where appropriate.
3. The setting and marking of projects and assignments including acting as a tutor for dissertations and providing timely feedback to students.
4. The setting, marking and supervision of examinations (including referrals).
5. To keep accurate records of attendance, records of work and to file electronic copies of students' work and feedback using the systems provided.
6. Build internal contacts and participate in internal networks for the exchange of information and to form relationships for future collaboration, through engaging with colleagues within own school in shared activities.
7. To contribute to the effective working of the relevant academic teams, attending course meetings as appropriate.
8. Work cooperatively with the subject administration, technical and payroll teams.
9. To undertake administrative and pastoral duties as required, in order to effectively carry out the duties above. This may include referral of the student to other relevant sources of assistance as required.
10. Ensuring that knowledge of the relevant subject area is up to date by engaging in continuous professional development and incorporating this into taught material.

11. 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.

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Personal Attributes		
Attributes	Essential	Desirable
Knowledge	<p>Detailed knowledge of one of the following subject areas:</p> <ul style="list-style-type: none"> • UK energy use and energy policy • Renewable energy and innovations to reduce energy consumption 	Detailed knowledge of contemporary teaching practices within Higher Education (HE).
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>Excellent technical skills and fully conversant with appropriate industry standard software/professional practices</p> <p>Good administrative, IT, and analytical skills</p>	An ability to empathise with students and have an understanding of the issues affecting HE.
Experience	<p>Proven Industry and/ or Higher Education experience in:</p> <ul style="list-style-type: none"> • Renewable energy 	<p>Higher Education teaching experience.</p> <p>Relevant research or consultancy experience.</p> <p>Experience of academic administration and organisational responsibilities within a HE environment.</p>
Qualifications	A degree or equivalent in a relevant related discipline.	<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> <p>Relevant postgraduate qualification.</p>

Competencies

Essential Competencies	Desirable Competencies
<p><u>Organisation and delivery (Level 2)</u> Plans time taking account of organisational priorities and other colleagues' work roles to achieve results</p> <p><u>Team working (Level 2)</u> Contributes to team development, seeking and testing improvements to the team's outputs/service</p> <p><u>Communicating and influencing (Level 3)</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 (Level 3)</u> Reviews, tests and implements new concepts, models and approaches to practice in support of service implementation and delivery</p>	<p><u>Making informed decisions (Level 2)</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 (Level 2)</u> Works to identify customer needs. Seeks feedback and develops service delivery accordingly. Influences and develops ideas to enhance customer satisfaction</p>

[N.B All competencies should be drawn from the NTU Competency Framework which can be found [here](#)]

Job Description and Person Specification created by (post title): HoD , Environmental Sciences
