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| Last updated: | 24/02/2023 |

**JOB DESCRIPTION**

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| Post title: | **Lecturer in Public Policy/Administration** | | |
| Standard Occupation Code: (UKVI SOC CODE) | 2311 - Higher education teaching professionals | | |
| School/Department: | School of Economic, Social and Political Sciences (ESPS) / Department of Politics and International Relations (PAIR) | | |
| Faculty: | Faculty of Social Sciences (FSS) | | |
| Career Pathway: | Education, Research and Enterprise (ERE) | Level: | 5 |
| \*ERE category: | Balanced portfolio | | |
| Posts responsible to: | Head of Department, Politics and International Relations | | |
| Posts responsible for: |  | | |
| Post base: | Office-based | | |

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| Job purpose |
| To undertake research in line with the School/Department research strategy, to teach at undergraduate and postgraduate level, and to undertake leadership, management and engagement activities. |

| Key accountabilities/primary responsibilities | | % Time |
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|  | Plan and coordinate a research programme in an area of public administration or public policy. Manage the application of a range of research methodologies, approaches and techniques appropriate to the type of research being pursued. Write-up findings for publication in leading national and international journals. | 20 % |
|  | Support the teaching objectives of the School/Department by managing a range of contributions to its learning and teaching activities. Deliver teaching of the highest quality across a range of modules and to all levels, through lectures, tutorials, practical’s and seminars. | 20 % |
|  | Develop and sustain a national reputation for research and the enhancement of learning and teaching practice by the regular dissemination of findings through leading peer-reviewed publications, presenting research at major conferences, or exhibiting work at other appropriate events. | 10 % |
|  | Directly supervise students, providing expert advice on learning best practice and helping with learning problems. Identify the learning needs of students and define learning objectives. Promote the use of appropriate media to support student learning. Set and mark coursework and exams, providing constructive feedback to students. | 10 % |
|  | Monitor, evaluate and revise course design to ensure excellence and coherence. Identify areas where current provision is in need of revision or improvement, planning and developing innovative contributions to learning, teaching and assessment methods within the School/Department as appropriate. | 10 % |
|  | Contribute to the efficient management and administration of the School/Department by performing personal administrative duties as allocated by the Head and by taking on appropriate School/Department coordination roles. | 10 % |
|  | Provide expert advice in own subject area to other staff and students. | 5 % |
|  | Any other duties as allocated by the line manager following consultation with the post holder. | 5 % |
|  | Plan and develop innovative research proposals, projects and grant applications as self-contained items or as part of a broader programme. | 5 % |
|  | Undertake ‘knowledge exchange’ activities such as the dissemination of research findings to stakeholders (such as policymakers or media) or co-production of research with external partners. | 5 % |

| Internal and external relationships |
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| The post holder will work closely with academic and administrative staff in the Department and the School of Economic Social and Political Science, in order to ensure the smooth and efficient delivery of teaching and to promote research.  The post holder will work with colleagues in the Department to ensure the smooth and efficient delivery of teaching to students and promote effective learning.  The post holder will liaise with academic staff in other institutions to facilitate the development of research and teaching links.  The post holder will be a member of the Programme Board and Examination Board and of such Faculty and University committees relevant to their administrative duties. New appointees will be assigned a senior colleague to guide their development and aid their integration into the School of Economic Social and Political Science, Faculty and University. |

| Special Requirements |
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| To attend national and international conferences for the purpose of disseminating research results. |

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | PhD in Political Science, Public Administration, or cognate area  Growing and consistent national reputation in Public Administration/Public Policy  Track record of development and delivery of teaching at undergraduate and postgraduate level.  Track record of published research  Demonstrated potential to contribute to Knowledge Exchange and Enterprise | Completion or near completion of a teaching qualification (PCAP or equivalent).  Experience of research supervision | Application materials, interview and references |
| Planning and organising | Proven ability to develop own research programme  Able to develop innovative research proposals and attract research funding  Proven ability to plan, manage, organise and assess own teaching contributions | Proven ability in the design of course units, curriculum development and new teaching approaches in the School/Department | Application materials, interview and references |
| Problem solving and initiative | Able to apply originality in modifying existing approaches to solve problems |  | Application materials, interview and references |
| Management and teamwork | Ability to contribute to the work of the Department as a member of the team, and the School of Economic, Social and Political, where required  Ability to manage an area of administrative responsibility, as required |  | Application materials, interview and references |
| Communicating and influencing | Ability to communicate clearly, both orally and in writing |  | Application materials, interview and references |
| Other skills and behaviours | Commitment to Equality, Diversity and Inclusion principles and practices |  | Application materials, interview and references |
| Special requirements | Nil |  |  |

**JOB HAZARD ANALYSIS**

**Is this an office-based post?**

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| Yes | If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below. |
| No | If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below.  Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder. |

## - HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

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| **ENVIRONMENTAL EXPOSURES** | **Occasionally**  (<30% of time) | **Frequently**  (30-60% of time) | **Constantly**  (> 60% of time) |
| Outside work |  |  |  |
| Extremes of temperature (eg: fridge/ furnace) |  |  |  |
| ## Potential for exposure to body fluids |  |  |  |
| ## Noise (greater than 80 dba - 8 hrs twa) |  |  |  |
| ## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below: |  |  |  |
| Frequent hand washing |  |  |  |
| Ionising radiation |  |  |  |
| **EQUIPMENT/TOOLS/MACHINES USED** | | | |
| ## Food handling |  |  |  |
| ## Driving university vehicles(eg: car/van/LGV/PCV) |  |  |  |
| ## Use of latex gloves (prohibited unless specific clinical necessity) |  |  |  |
| ## Vibrating tools (eg: strimmers, hammer drill, lawnmowers) |  |  |  |
| **PHYSICAL ABILITIES** | | | |
| Load manual handling |  |  |  |
| Repetitive crouching/kneeling/stooping |  |  |  |
| Repetitive pulling/pushing |  |  |  |
| Repetitive lifting |  |  |  |
| Standing for prolonged periods |  |  |  |
| Repetitive climbing (ie: steps, stools, ladders, stairs) |  |  |  |
| Fine motor grips (eg: pipetting) |  |  |  |
| Gross motor grips |  |  |  |
| Repetitive reaching below shoulder height |  |  |  |
| Repetitive reaching at shoulder height |  |  |  |
| Repetitive reaching above shoulder height |  |  |  |
| **PSYCHOSOCIAL ISSUES** | | | |
| Face to face contact with public |  |  |  |
| Lone working |  |  |  |
| ## Shift work/night work/on call duties |  |  |  |