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| Last updated: | 22 November 2016 |

**JOB DESCRIPTION**

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| Post title: | **Lecturer** | | |
| Academic Unit/Service: | Department of Gerontology, School of Economic Social and Political Science | | |
| Faculty: | Faculty of Social Sciences | | |
| Career Pathway: | Education, Research and Enterprise (ERE) | Level: | 5 |
| \*ERE category: | Balanced portfolio | | |
| Posts responsible to: | Head of Department Gerontology | | |
| Posts responsible for: | n/a | | |
| Post base: | Office-based (see job hazard analysis) | | |

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| Job purpose |
| To conduct teaching and research and carry out appropriate administrative duties within the Department of Gerontology and contribute to the profile of the Centre for Research on Ageing (CRA) and the School of Economic Social and Political Science. |

| Key accountabilities/primary responsibilities | | % Time |
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|  | **Research**  Develop the research activities of the Department of Gerontology and the Centre for Research on Ageing (CRA), by sustaining a personal research plan, publishing in high impact peer review journals, and developing innovative research proposals and funding bids; managing and undertaking research activities in accordance with a specific project plan, and providing guidance to staff and students on own specialist area. | 40% |
|  | **Teaching**  Support the teaching objectives of the Department of Gerontology and the Faculty of Social Sciences, particularly in the areas of social and economic aspects of ageing; quantitative research methods (statistics upto regression analysis and using SPSS) and/ or mixed research methods (using eg SPSS & NVivo); delivering a range of teaching and assessment activities including lectures, setting & marking coursework, personal tutoring, and MSc Dissertation supervisions in the postgraduate programmes in Gerontology.  You are also expected to have a background in one of the following areas: (i) ageing and social policy or sociology; or (ii) ageing and sub-Saharan Africa, or (iii) ageing and economics or business studies. | 40% |
|  | **Administration**  Contribute to the efficient management and administration of the Department, and School of Economic Social and Political Science, by performing personal administrative duties as allocated by the Head of Department and by taking on appropriate co-ordinating roles. Such duties may include, for example, assisting in the areas of marketing PGR, admissions, staff-student liaison, the Postgraduate Research Writing Group and teaching quality assessment. | 20% |

| Internal and external relationships |
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| The post holder will work closely with academic and administrative staff in the Department, the Centre for Research on Ageing 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 (remotely and on campus) 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 in contact with external funding bodies to enhance the prospects of obtaining research funding.  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 participate in 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 | Degree and PhD in the Social Sciences or in other disciplines closely related to the study of ageing and the lifecourse (eg Demography, Social Policy, Sociology, Economics, Business Studies, Social Statistics, Psychology, Geography).  Ability to teach Gerontology at postgraduate level.  Experience in teaching at UG or PGT.  Ability to teach in the fields of (i) ageing and social policy or sociology; or (ii) ageing and sub-Saharan Africa, or (iii) ageing and economics or business studies; and ability to teach quantitative research methods (statistics upto regression analysis and using SPSS) or mixed research methods (using eg SPSS & NVivo).  Experience in supporting UG or PGT students.  Track record of published research within the field of ageing in peer review journals.  Growing and consistent national reputation.  Ability to enhance the research strengths of the Department of Gerontology and Centre for Research on Ageing.  Experience in carrying out administrative duties and ability to carry out academic administrative duties in the Department and the School of Economic, Social and Political, as required. | PhD in Gerontology  Completion or near-completion of a postgraduate teaching qualification.  Detailed knowledge and understanding of Gerontology.  A background in (i) ageing and social policy or sociology; or (ii) ageing and sub-Saharan Africa, or (iii) ageing and economics or business studies.  Experience in teaching in the fields of (i) ageing and social policy or sociology; or (ii) ageing and sub-Saharan Africa, or (iii) ageing and economics or business studies; and ability to teach quantitative research methods (statistics upto regression analysis and using SPSS) or qualitative research methods (using eg NVivo).  Growing and consistent national reputation in Gerontology. | Application and cv/ Application, cv interview and references |
| Planning and organising | Proven ability to carry out independent research, with an emerging record of publications in internationally-recognised outlets.  Proven ability to develop own research programme, with evidence of capacity to obtain research funding.  Ability to plan and organise a programme of teaching and assessment  Ability to plan and organise a programme of research  Experience in the design of lectures or modules, curriculum development or new teaching approaches | Proven ability to carry out independent research within the field of Gerontology, with an emerging record of publications in internationally-recognised outlets. | Application, cv, references, examples of written work and interview |
| Problem solving and initiative | Ability to act independently and on own initiative |  | Application, cv 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. | Able to supervise the work of junior research staff, delegating effectively | Application, cv interview and references |
| Communicating and influencing | Ability to communicate clearly, both orally and in writing. |  | Application, cv interview and references |
| Other skills and behaviours | Collegiality  Familiar with delivering teaching or programmes through distance learning modes | Familiar with Microsoft Office, Blackboard, Camtasia and Panopto | Application, cv 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 |  |  |  |