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| Last updated: | 4 March 2015 |

**JOB DESCRIPTION**

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| Post title: | **Lecturer in Palaeoenvironmental Science** | | |
| Academic Unit/Service: | Geography and Environment | | |
| Faculty: | Social and Human Sciences | | |
| Career Pathway: | Education, Research and Enterprise (ERE) | Level: | 4 |
| \*ERE category: | Teaching and Research | | |
| Posts responsible to: | Professor A.G. Brown | | |
| Posts responsible for: | None | | |
| Post base: | Office-based | | |

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| Job purpose |
| To undertake research in line with the Academic Unit’s 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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|  | **Research**  To develop and carry out an area of personal research. | 40 % |
|  | To disseminate findings in peer-reviewed journals, present results at conferences or exhibit work at appropriate events. |  |
|  | To contribute to the writing of bids for research funding. |  |
|  | Carry out administrative tasks associated with specified research funding, for example risk assessment of research activities, organisation of project meetings and documentation. Implementation of procedures required to ensure accurate and timely formal reporting and financial control. |  |
|  | As a member of a teaching team within an established programme of study, support the teaching objectives of the Academic Unit by delivering teaching to students at undergraduate and/or postgraduate level, through allocated lectures, tutorials, practicals and seminars. |  |
|  | **Education**  Directly supervise students, providing advice on study skills and helping with learning problems. Identify the learning needs of students and define learning objectives. Set and mark coursework and exams, providing constructive feedback to students. | 40% |
| Develop own teaching materials, methods and approaches, with guidance. Obtain and analyse feedback on own teaching design and delivery to facilitate this. |
| Continually update own knowledge and understanding of subject area, incorporating knowledge of advances into own teaching contributions. |
|  | **Administration**  Contribute to the efficient management and administration of the Academic Unit by performing personal administrative duties as allocated by the Head, e.g. library representative, year tutor, exchange-programme coordinator, etc.  Any other duties as allocated by the line manager following consultation with the post holder. | 20 % |

| Internal and external relationships |
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| Member of the Academic Unit Board, Examination Board and of such Academic Unit committees relevant to their administrative duties.  New appointees will be assigned a senior colleague to guide their development and aid their integration into the Academic Unit and university.  Research priorities will be agreed within the strategic framework of the research theme of which they are a member.  Teaching and administrative duties will be allocated by the Head of Academic Unit, within the context of the teaching programmes agreed by the Academic Unit Learning and Teaching Committee. |

| Special Requirements |
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| To attend national and international conferences for the purpose of disseminating research results.  To be available to participate in residential fieldwork, in the UK or overseas, according to own area of subject specialism. A normal expectation would be of one such course per annum. |

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | Post-graduate degree (PhD or equivalent) in physical geography, environmental sciences, archaeology or earth sciences  Knowledge and research experience in geography, environmental sciences, archaeology or earth sciences | Teaching experience  Specialist technical skills, such as stable isotopes, organic geochemistry, palaeogenetics, complementary proxies or geochronology  Strong publication record  Experience of applying for and obtaining external research funding | CV, interview, presentation, references  CV, interview  CV, interview  CV, interview, references |
| Planning and organising | Able to organise own research activities to deadline and quality standards  Able to plan, manage, organise own workload in the absence of supervision |  | CV, interview  Interview |
| Problem solving and initiative | Proven ability to manage research projects, meeting defined milestones on time |  | Interview, CV, references |
| Management and teamwork | Work effectively in a team, understanding the strengths and weaknesses of others to help teamwork development |  | CV, references, interview |
| Communicating and influencing | Communicate new and complex information effectively, both verbally and in writing, engaging the interest and enthusiasm of the target audience  Able to present research results at group meetings and conferences  Able to write up research results for publication in leading peer-viewed journals  Work proactively with colleagues in other work areas/institutions, contributing specialist knowledge to achieve outcomes |  | References, presentation  CV, interview  CV, publications, interview, references  CV, interview |
| Other skills and behaviours | Understanding of relevant Health & Safety issues  Positive attitude to colleagues and students |  | Interview, CV  Interview, CV |
| Special requirements | Able to attend national and international conferences to present research results |  |  |

**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 |  |  |  |