

Job Description



Faculty/Department	Social and Life Sciences/Criminal Justice
Section	Criminology
Job Title	Lecturer in Criminology
Reports to	Principal Lead
Responsible for	Criminal Justice Department
Grade	Lecturer

Job Overview

The post holder will teach on Wrexham University programmes, carry out research and scholarly activity and contribute to the management of these programmes as required.

Where appropriate, contribute to commercial and other income generation activity.

Contribute towards ensuring that academic quality and standards of the university are maintained and the student experience is continually enhanced.

Job Purpose

The Faculty of Social and Life Sciences is a thriving teaching and research environment that is looking to build on its undergraduate and postgraduate student population.

A suitably qualified and experienced individual is required to join the dynamic Criminology and Criminal Justice team and contribute to module delivery, personal tutorial support, and research project supervision on the BA (Hons) Criminology and MA Criminology and Criminal Justice. We seek to appoint an individual with vision, who can contribute to the programmes and to the development and growth of the department and the research profile. A demonstrable commitment to working to a widening participation ethos is a requirement.

The ability to speak Welsh and offer academic and pastoral support through the medium of Welsh as well as marking and providing feedback in Welsh is essential

Principal Accountabilities

Teaching & Learning Support

- Develop and deliver resources and teaching materials to meet programme specification.
- Develop assessments to measure accurately students' performance and understanding.
- Supervise the work of taught postgraduate and/or research students, as required, to support the development of students' research skills.
- Set, mark, formatively and summatively and assess students' work, ensuring that learning outcomes have been met and that feedback is both detailed and constructive.
- Actively contribute to enhancing the student experience.

Research Activities

- Undertake research and/or other agreed scholarly activity in order to contribute to the development of the field (as an academic discipline).
- Prepare proposals and applications to external bodies, as required, to secure research funding and to generate additional income for the University. Write and publish results of innovative research in the field to further the University's standing in the HE sector and the wider community.
- Analyse data and evaluate information that can then be used to inform teaching and learning.
- Develop research objectives and proposals for own and/or joint research which meet funding criteria.
- Use initiative, creativity and judgement in the development of appropriate research methodologies that further scholarly activity in the area.

Academic Enterprise

- Participate in the development of internal and external partnerships in order to disseminate information, share best practice, establish opportunities for collaborative work and enhance the reputation of the University.
- Participate in formal networks to build new relationships that benefit both the department and the Faculty as a whole.

Service Provision

- Design, review and adapt module and unit content in response to student feedback and need, with a view to improving student retention.
- Engage with quality assurance procedures to ensure that University standards are met.
- Collaborate with academic colleagues on subject/programme development and delivery within the department, the Faculty and across the University (where appropriate) to ensure that the curriculum portfolio remains current and the assessment procedures are relevant.
- Co-ordinate student events, as required, ensuring the effective use of time and resources.
- Assist in appropriate pre-entry, recruitment, selection and admissions activities (including Open Days and Visit Days) in order to promote the department and gain a better understanding of student needs/expectations.
- Provide a first point of contact for student welfare issues, referring problems on where they are complex or serious.

Team Working

- Attend Faculty, Department and Programme meetings/boards, as required, in order to contribute to the decision-making process and to develop productive working relationships within and across teams.
- Introduce new starters to the department by providing support and training on the skills, processes, systems and activities that are specific to the department.

- Provide feedback to colleagues via peer mentoring schemes to support the development of self and others and to ensure the continuous improvement of departmental performance.

Liaising and Networking

- Active engagement with professional and learned bodies e.g. participation in committees, working parties, conference/workshop organisation.

Personal Accountabilities

- Take responsibility to promote high levels of customer care within their own areas of work.
- Take responsibility to engage with the University's commitment to delivering value for money services that optimise the use of resources and consider this when undertaking all duties and aspects of their role.
- Take responsibility for ensuring they have and continue to update their knowledge and skills to be effective in their roles.
- Participate in the PDR process, engaging in the setting of objectives in order to assist in the monitoring of performance and the development of the individual.
- Engage and participate in the Workload Allocation Model process to support the allocation of duties of the individual.
- Take responsibility for applying the University's Equal Opportunities Policy in their own area of responsibility and in their general conduct.
- Be required to undertake a specific Health & Safety role, commensurate with their grade, to support the University in meeting its statutory Health & Safety obligations. This could include acting as a DSE Assessor, First Aider, Fire Marshall or Departmental Safety Co-ordinator. The allocation of such roles will be subject to the provision of appropriate training and assessment of competence.
- With reasonable notice, be required to work at any of the University sites.
- Take responsibility to engage with the University's commitment to Environmental Sustainability in order to reduce its waste, energy consumption and carbon footprint.
- Undertake other relevant duties commensurate with the grade of the post as may be assigned by the Manager or University managers to support the development of the University. Such agreement should not be unreasonably withheld.
- Staff must be aware of the University's commitment to Sustainability
- All staff must promote healthy behaviour and positive mental health and wellbeing

Miscellaneous

The University is a signatory to the Researcher Development Concordat and Research Integrity Concordat. The post holder is expected to adhere to the requirements of this provision.

Review

This is a description of the job at the time of issue. It is the University's practice periodically to review and update job descriptions to ensure that they accurately reflect the current nature of the job and requirements of the University and to incorporate reasonable changes where required, in consultation with the job holder.

Person Specification

Job Title: **Lecturer in Criminology**

In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will then use the desirable criteria to produce the shortlist.

Selection Criteria					
Attributes		Item	Relevant Criteria	Identification Method	Rank
1	Skills & Abilities	1.1	High level of written, oral and interpersonal skills.	A, I	E
		1.2	The ability to teach across the subject area and to contribute to teaching across the Faculty.	A, P, I	E
		1.3	Evidence of making a contribution in a research team and the ability to collaborate at different levels across an organisation.	A, I	E
2	General & Specialist Knowledge	2.1	An understanding of research funding mechanisms and processes and demonstrate evidence of developing research objectives and proposals for own or joint research (maybe with the assistance of a mentor).	A, P, I	E
		2.2	Evidence of research work for publications which will contribute to the subject area or demonstrate the potential to achieve this standard of research.	A, P, I	E
3	Education & Training	3.1	An earned doctorate (or working towards) in a relevant subject discipline.	A, I, C	E
		3.2	PG certificate in Teaching in HE, or commitment to undertake and achieve fellowship of HEA.	A, I, C	E
		3.3	Master's Degree in an appropriate discipline or commitment to working to achieve this.	A, I	E
		3.4	Member of relevant professional or learned body.	A, I	E
4	Relevant Experience	4.1	Previous experience of teaching or supporting students.	A, I	E
		4.2	Relevant postdoctoral experience.	A, I	D

5	Special Requirements	5.1	The ability to communicate through the medium of Welsh.	A, I	E
		5.2	Evidence of a commitment to continuous professional development.	A, I	E
		5.3	A publication record commensurate with a good level of research performance and stage of career.	A, I	E
6	Additional/ Amendments to Person Specification	6.1	<i>Academic expertise in Criminology and Criminal Justice</i>	A, I	E
		6.2	<i>Academic and working knowledge of the Criminal justice system</i>	A, I	E
Date of Revision					

Key	Identification Method	A	Application Form
		I	Interview
		T	Test
		C	Copy of Certificates
		W/L	Workshop/Lecture
		P	Presentation
		G	Group Assessment
	Rank	E	Essential
		D	Desirable

