

Job Description

Prifysgol Wreccsam
Wrexham University

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Sustainability.

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Faculty/Department	Faculty of Arts, Computing and Engineering
Section	Cyber & Computing
Job Title	Principal Lecturer in Cyber & Computing
Reports to	Dean of Faculty
Responsible for	Leadership of subject area including line management of relevant staff
Grade	Principal Lecturer Scale

Job Overview

To provide leadership within the subject area. Grow and develop the taught and research provision to improve the impact, viability, and income for the subject area. Work collaboratively to deliver on the University's strategy, whilst ensure operational delivery within the subject area. Line manage staff, ensure that the resources and staff base support the developing programme of taught courses, research, and enterprise activity.

Job Purpose

To provide leadership within the subject area. Grow and develop the taught and research provision to improve the impact, viability and income for the subject area. Work with the Faculty Leadership Team to deliver on the University's strategy. Partner with the Associate Dean aligned with the subject area to inform their strategic perspective and ensure operational delivery within the subject area. Ensure the resources and staff base support the developing programme of taught courses, research and enterprise activity.

Principal Accountabilities

Leadership & management

- Academic leadership and line management of the Subject Area.
- Actively promote top class teaching and great student experiences on all programmes, and to share examples of great practice more widely.
- Work collaboratively to achieve continuous portfolio review to deliver a viable and sustainable curriculum with good student outcomes.
- Deliver student recruitment and retention activities, encourage collaborative working with the Faculty Engagement Liaison Officer and Recruitment and Marketing Team.
- Escalate curriculum-related resource planning needs, both people and kit, when necessary.
- Encourage innovation and sharing good practice amongst staff teams.
- Foster collaborative working, cross-disciplinary student projects, student involvement with research and sharing great practice.
- Demonstrate effective leadership and line management to deliver faculty business objectives, timetabling, peer review, work allocation modelling, personal development reviews and encouraging research etc.
- Oversee student voice forums.
- Contribute to the strategic decision-making within the Faculty.
- Identify opportunities for strategic development of viable new courses or appropriate areas of activity and manage the development process.

Teaching & Learning Support

- Deliver Programme Leadership, lead cognate programmes and take responsibility for the day-to-day management of the curriculum and for the efficient and effective allocation of resources, including staffing.
- Be responsible for the design, delivery and ongoing evaluation of programmes in order to identify areas for improvement, ensuring that departmental objectives and learning outcomes are met, and content is relevant and reflects current practice.
- Develop appropriate assessments which measure student performance and understanding, and ensure that learning outcomes have been met.
- Challenge ideas, foster debate and encourage students to develop skills in critical discourse and rational thinking.
- Supervise the work of taught postgraduate and/or research students, as required, to support the development of students' research skills.
- Set, mark and assess students' work in a timely fashion, ensuring that learning outcomes have been met and that feedback is both detailed and constructive.
- Use a variety of learning and teaching methods/materials (e.g. web-based and blended learning) in order to enhance the student experience.
- Take responsibility for the pastoral care of students within a specified area, referring problems on where they are complex or serious.
- Actively contribute to enhancing the student experience.

Research Activities

- Actively pursue research or other agreed scholarly activity in order to contribute to the development of your subject.
- Apply knowledge from research or scholarly activity to teaching and appropriate external activities.
- Prepare proposals and applications to external bodies, as required, to secure research funding and to generate additional income for the faculty.
- Write and publish results of innovative research to further the University's standing in the Higher Education Sector and in the wider community.

- Use initiative, creativity, and judgement in the development of appropriate research methodologies that further scholarly activities in the area.
- Act as a referee and contribute to peer assessment for appropriate journals, as required.
- Supervise the work of taught postgraduate and/or research students, as required, to support the development of student research skills.

Academic Enterprise

- Represent the subject area or Faculty on appropriate committees and/or working groups.
- Develop internal and external partnerships in order to disseminate information, share best practice, establish opportunities for collaborative work and enhance the reputation of the University.
- Build relationships with external agencies and contacts in order to identify sources of funding and engage in collaborative work or projects that will generate income and enhance the reputation of the University.
- Extend and enhance the work of the department by taking a lead role in promoting the programmes and in encouraging staff to develop innovative ideas/strategies to support student recruitment and retention.
- Chair academic groups as appropriate to review practice and procedures and to plan the strategic direction of the department.
- Influence and persuade colleagues to reach agreement on matters relating to programme planning, development and organisation.
- Lead and develop formal networks that benefit both the department and the Faculty through building relationships with external organisations and engaging in collaborative work/projects.

Service Provision

- Lead the design, review and adaptation of module/unit content, in response to student feedback and student need with a view to improving recruitment and retention.
- Identify gaps in course content and programme structure and devise creative solutions that meet the requirements of teaching frameworks and learning outcomes.
- Develop appropriate and effective quality assurance procedures and contribute to papers and programme reviews, as appropriate, to ensure that University standards are met.
- Collaborate with academic colleagues on subject/unit/programme development and delivery within the faculty and across the University (where appropriate) to ensure that the curriculum portfolio is current and that assessment procedures are relevant.
- Take a lead role in subject area strategic decision-making on issues such as student recruitment and retention and on changes to departmental activities, including the introduction of new programmes/assessment procedures.
- Co-ordinate student events ensuring the effective use of time and resources.
- Develop appropriate pre-entry, recruitment, selection, and admissions activities (including Open Days and Visit Days) in order to promote the department and to gain a better understanding of student needs/expectations.
- Develop appropriate publicity/marketing materials and liaise with the marketing team to raise the profile of the area of work locally, regionally, nationally, and internationally, in line with departmental strategy.
- Support University processes, procedures and initiatives, for example participating in or chairing University committees, validation/accreditation panels and task and finish groups.

Team Working

- Provide academic leadership to colleagues within the programme areas, coordinating the work of others and agreeing the work plans of teaching staff so that departmental objectives are achieved.
- Attend Faculty and Programme meetings/boards to contribute to the decision-making process and to develop productive working relationships within and across teams.
- Induct 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, in order to support the development of self and others and to ensure the continuous improvement of departmental performance.
- Act to resolve conflicts within and across teams and work to develop effective internal and external working relationships.
- Act as a mentor for new staff, offering advice and academic guidance as appropriate.
- Deliver/ Support the professional development and review of staff within the department.
- Participate in the recruitment and selection of new staff, as required.

Liaising and Networking

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

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 Personal Development Review 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 Digital Screen Equipment 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 as it is presently constituted. This job description is intended to enable a flexible approach to be offered working across the University as required. It is subject to review and amendment in the light of changing needs of the University and to provide appropriate development opportunities. The procedure is conducted jointly by each manager in consultation with the individual whose job is being reviewed. All staff are expected to participate fully in such discussions. It is the University's aim to reach agreement to reasonable change, but if agreement is not possible, it reserves the right to insist on changes to the job description after consultation with the individual concerned.

Person Specification

Prifysgol Wreccsam Wrexham University

Job Title: **Principal Lecturer in Cyber & Computing**

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	Ability to develop, lead and manage programmes in the subject area.	A, I	E
		1.2	Ability to develop and manage of an academic team of staff.	A, I	E
		1.3	Ability to work strategically.	A, I	E
		1.4	Skills in academic writing, publications and conference presentations or equivalent outputs.	A, I	D
		1.5	Ability to develop and maintain the necessary external networks.	A, I	E
		1.6	Well-developed communication skills (written and oral).	A, I	E
		1.7	Budget and resource management.	A, I	D
2	General & Specialist Knowledge	2.1	In-depth knowledge of or working knowledge of HE Sector.	A, I	E
		2.2	Knowledge of Curriculum design and development.	I	D
		2.3	Knowledge of REF framework.	A	E
		2.4	Knowledge of research funding mechanisms and processes and demonstrate evidence of developing research objectives and proposals for own or joint research (perhaps with the assistance of a mentor).	A, I	D

3	Education & Training	3.1	Master's degree or equivalent.	A	E
		3.2	PhD, working towards a doctorate in relevant subject area.	A	E
		3.3	HE teaching qualification (PgCert) or equivalent.	A, I	E
4	Relevant Experience	4.1	Experience of Academic post in HE, with strong background in professional practice, teaching, and learning.	A	E
		4.2	Experience of programme leadership and administrative management in HE.	A	E
		4.3	Experience of securing and managing external income.	A, I	D
		4.4	Experience of workload planning.	I	E
		4.5	Experience of staff development.	I	E
		4.6	Experience of research and scholarly activity.	A	E
5	Special Requirements	5.1	The ability to communicate through the medium of Welsh.	A,	D
		5.2	Evidence of a commitment to continuous professional development.	A, I	D
		5.3	A publication record commensurate with a good level of research performance and stage of career.	I	D
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

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