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| **Reader** |
| **Job Title:** | Reader in Law |
| **Reference No:** |  |
| **Reports to:** | Team Leader / Head of Academic Department |
| **Responsible For:** |  |
| **Grade:** | Grade G |
| **Working Hours:** | 37 hours per week for nominal purposes |
| **Faculty/Service:** |  |
| **Location:** |  |
| **Main Purpose of Role:** | As an academic subject lead and high level scholar, making exceptional contributions to furtherance of knowledge within the University and/or its application to society whether by research, consultancy, creative activity, professional practice or performance.  |
| **Key Responsibilities****and Accountabilities:** | **Teaching and Learning** * Responsible for the delivery of own educational programmes
* Design, plan, review and innovate in activities and materials that support student learning and deliver either across a range of modules or within a subject area.
* Use appropriate teaching, learning support and assessment methods.
* Identify areas where current provision is in need of revision or improvement.
* Contribute to the planning, design and development of objectives and material.
* Set, mark and assess work and examinations and provide feedback to students.
* Extend, transform and apply knowledge acquired from scholarship and research to teaching and to reach-out activities.
* Supervise student projects and, where appropriate, field trips and placements.

**Research*** Act as Head of the Centre for Legal Research
* Demonstrate a significant record of research outputs.
* Contribute to University and Faculty research strategies by defining research objectives and questions.
* Develop proposals for research projects which will make a significant impact by leading to an increase in knowledge and understanding and the discovery or development of new explanations, insights, concepts or processes.
* Generate new research approaches and identify, adapt, develop and use research methodologies and techniques appropriate to develop thought and practice in the field.
* Actively contribute to the leadership of PG research programmes, processes and developments.
* Provision of effective academic leadership and management together with close and positive cooperation with other academic colleagues both internal and external to the University.
* Supervising post graduate, doctoral and post doctoral dissertations, theses and research.
* Applying for and securing research income from such bodies as the research councils, European Union, charitable and scientific foundations, commercial enterprises, government and other sponsors.
* Assisting other colleagues in the University to develop their research, scholarly activity and education through such means as joint publications and the provision of expert advice through subject area knowledge.

**Enterprise/Reach-Out*** Representing the University on appropriate regionally and nationally recognised bodies as appropriate
* Lead, develop and/or participate in internal networks for example by chairing and/or participating in Institutional committees.
* Develop, lead and/or participate in external networks, for example with other educational bodies.
* Collaborate with colleagues in other institutions directly or through networks such as learned bodies.

**Initiative, Problem Solving and Decision Making*** Resolve problems affecting the delivery of academic programmes and/or projects within own areas of responsibility and in accordance with regulations, procedures and good practice.
* Make decisions regarding the operational and strategic aspects of own educational programme, contribute pro-actively to decision making within the Academic Area and possibly Faculty and University.
* Identify and respond to opportunities for strategic development of new courses, projects, income generation or other appropriate activity.
* Contribute to quality assurance and take the lead in quality enhancement processes.
* Comply with the University’s expectation of an individual member of academic staff in relation to their own self-monitoring, continuing professional development.

**Planning and Managing Resources*** Responsible for the delivery of own educational programmes.
* Contribute to the overall management of the department in areas such as budget management and business planning.
* Be involved in departmental level strategic planning and contribute to the Institution’s strategic planning processes.
* Plan and deliver research, consultancy or similar programmes and ensure that resources are available.
* Contribute to the management of quality, audit and other external assessments.

**Other*** Delivery of individual five year development plan as developed between the individual and the Dean.
* Demonstrating a full and active role in the life of the University and enhancing its public reputation as a centre of education, research, enterprise and scholarship.
* Plan and deliver research, consultancy or similar programmes and ensure that resources are available.
* Contribute to the overall management of the department in areas such as budget management and business planning.
* Be involved in departmental level strategic planning and contribute to the institution’s strategic planning processes.
* Contribute to the management of quality, audit and other external assessments.
* Provision of effective academic leadership and management, as appropriate, together with close and positive cooperation with other academic colleagues both internal and external to the University.
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| Part 2A: Essential and Desirable Criteria |
| **These criteria are assessed at the short listing stage.** **The essential criteria must be met in order to be eligible for interview.**  | ***Essential*** **Qualifications and Professional Memberships:** |
| * An honours degree in a related discipline
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| Experience:* Experience in training or education within a further or higher education environment.
* Experience of academic leadership within area of discipline.
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| Key Knowledge and Expertise:* Able to make informed judgements on complex issues in specialist fields, often in the absence of complete data.
* Possess the qualities and transferable skills necessary for the exercise of personal responsibility and largely autonomous initiative in complex and unpredictable situations, in professional or equivalent environments.
* Track record developing of peer-reviewed published work or peer-reviewed public exhibition and/or of delivering and designing academic programmes.
* Evidence of or potential to be an externally recognised scholar / teacher or authority in the subject area.
* Experience of providing an environment which promotes personal growth and development.
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| ***Desirable*** **Qualifications and Professional Memberships:*** Postgraduate qualification (normally doctorate or registered for doctorate) or equivalent
* Teaching qualification
* Professional body membership
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| Part 2B: Key Competencies |
| **Competencies are assessed at the interview/selection testing stage** | **Analysis and Research:*** Gathers data rigorously and conducts robust analysis, questioning assumptions and existing knowledge
* Develops hypotheses and concepts to explain data, events and phenomena
* Reports findings to wider community and is able to withstand challenge by relying on evidence gathered and processes used for analysis.
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| **Communication:*** Summarises and interprets complex, conceptual and special matters to aid others' understanding and aimed at their needs.
* Uses appropriate styles and arguments to influence and negotiate satisfactory outcomes.
* Monitors understanding of others develops approach and takes corrective action if required.
* Conveys information of a complex, conceptual and specialist nature using a range of styles and media selected to meet the needs of others.
* Presents complex information in formats appropriate to non-specialists without comprising meaning.
* Monitors the reactions of others and takes appropriate steps to remedy any miscommunications
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| **Decision Making:*** Considers wider impact of decisions, assesses possible outcomes and their likelihood.
* Uses judgement to make decisions with limited or ambiguous data and takes account of multiple factors.
* Distinguishes between the need to make a decision, when to defer and when not to take a decision.

**Collaborative decisions*** Helps others to explore options that initially appear to be inappropriate or unfeasible and recognise when a decision is or is not needed.
* Enables others to contribute to decisions.
* Ensures that options are weighed, outcomes identified and chances of success considered.
* Challenges decisions, appropriately to ensure consideration and processes are robust.

**Contribute to the decision making of others*** Anticipates and highlights issues that need to be taken into account.
* Outlines possible impacting factors, assessing their degree of influence on the choice of options.
* Ensures previous learning is included
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| **Initiative & Problem Solving*** Initiates processes and procedures to resolve new problems.
* Anticipates possible implementation difficulties and identifies practical ways of overcoming or preventing them.
* Takes account of others and the broader context when generating options.
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| **Planning and Organising Resources*** Gathers information to identify future demands and opportunities and develops longer term plans.
* Co-ordinates the work of others to improve performance and use of resources.
* Involves other areas appropriately and co-ordinates effort and resources so performance standards and shared objectives are achieved.
* Reviews performance and uses experience to make improvements to planning and organisation.
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| **Liaison and Networking*** Ensures that accurate information is passed on to the most appropriate people in a timely fashion to improve working practices.
* Co-ordinates own effort with that of others so the work is completed effectively in line with team objectives.
* Promotes a positive image of the Institution.
* Actively seeks to build productive and enduring relationships between teams to strengthen working relationships and foster collaboration.
* Leads and develops internal networks to pursue a shared interest and influence events or decisions.
* Leads and builds role related external networks to enhance the work of the Institution.
* Actively seeks to build productive relationships between external bodies to benefit the Institution
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| **Pastoral Care and Welfare*** Calms and reassures those in distress.
* Deals with difficult situations or confidential matters, according to policy and procedures.
* Involves others or refers elsewhere for assistance if the situation becomes more complex and if additional help or information is required.
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| **Teaching and Learning Support:*** Contributes to the long term planning and development of learning programmes.
* Continuously reviews areas identified for improvement and develops content and delivery methods, learning support and assessment mechanisms.
* Mentors other staff outside the immediate work team.
* Reflects on own and others practice and develops insights into the learning process.
* Engages in pedagogical research and implements the results to develop the learning and assessment processes and the learning environment.
* Develops the whole curriculum based on the evaluation of current practices, includes new areas of thinking and assesses future needs
* Innovates in the design of learning climates and develops ways of enhancing the learning experience.
* Ensures that the diverse needs of learners are reflected in the curriculum.
* Develops approaches to assessment, evaluation and quality control that enhance the learning processes
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| **Date Completed:** | August 2016 |