|  |  |
| --- | --- |
| **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. |

|  |  |
| --- | --- |
| 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 |
| Experience:   * Experience in training or education within a further or higher education environment. * Experience of academic leadership within area of discipline. |
| 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. |
| ***Desirable***  **Qualifications and Professional Memberships:**   * Postgraduate qualification (normally doctorate or registered for doctorate) or equivalent * Teaching qualification * Professional body membership |
| 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. |
| **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 |
| **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 |
| **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. |
| **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. |
| **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 |
| **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. |
| **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 |
| **Date Completed:** | August 2016 |