JOB DESCRIPTION - SENIOR LECTURER/MODULE LEADER

Title:	**Senior Lecturer in Sustainable Ecology**
Area of Responsibility:	The main area of responsibility will be supporting the MSc Sustainability and Ecology.
	Due to the network structure of our courses, this may involve periods of time in support of the following programmes as well:
	MSc Sustainability and Behaviour Change
	MSc Sustainability and Adaptation
	MSc Sustainability and Adaptation Planning
	MSc Sustainable Food and Natural Resources
	MSc Sustainability in Energy Provision and Demand Management
	and/or MSc Green Building
Responsible to:	Programme Leaders
Responsible for:	None
Contract type:	Permanent, part-time
Responsibility Grade:	Grade 33 (Senior Lecturer)
Salary:	£36,261 per annum, pro-rata
Location:	Workplace is the charity's site near Machynlleth, Mid Wales, with some home working possible
Hours:	0.6 FTE (Full-time = 36 hours per week)
Working Days:	May be spread over 7 days with some evening and weekend working
JD Date:	May 2019
	Closing date for applications is 9am on 1st July 2019.
	Please use the long version application form on our vacancies page, via our website.

The Graduate School of the Environment (GSE) at the Centre for Alternative Technology (CAT), runs some of the leading postgraduate programmes in the field of sustainability in the UK. The GSE team leads the way in the advancement of post-graduate environmental education. The work of the GSE is central to CAT's mission of equipping people with the skills and knowledge to deliver practical solutions for sustainability.

The GSE currently delivers a suite of Masters programmes, based around sustainability and adaptation to environmental change, including MSc Sustainability and Adaption in the Built Environment (SABE), MSc Sustainability and Adaption Planning (SAP) and the broader MSc Sustainability and Adaption (SA), plus the MSc in Sustainability in Energy Provision and Demand Management (SEPDM) and MSc Sustainable Food and Natural Resources (SFNR), which share some aspects of delivery with the SA suite. In addition, three exciting new MSc programmes are planned to be launched in September 2019 to expand the suite further, comprising the MSc Sustainability and Ecology (SE), the MSc Sustainability and Behaviour Change (SBC) and the MSc Green Building (GB).   These can be taken as on-site programmes, via distance learning or as a combination of the two, according to student requirements.

In addition, the GSE offers a Masters in Sustainable Architecture (MArch), which is studied at CAT.   The MArch, MSc SA, SABE, SAP, SEPDM and GB, are delivered in collaboration with the University of East London, whilst the MSc SNFR, SE and SBC programmes, are delivered in collaboration with Liverpool John Moores University.

Students on all these programmes benefit from CAT's experience in the fields of sustainable architecture and building, organic growing, renewable energy, environmental management and global environmental issues. CAT provides a unique environment for study, with access to leading academics and industry practitioners in relevant fields and a mix of biodiverse semi-natural environment, renewable energy technologies and low-impact buildings in use and on display, alongside a visitor centre that attracts over 25,000 people a year, wanting to understand how to change their actions and behaviours.

We are seeking a dynamic individual who will bring enthusiasm and skill to the delivery of our MSc Sustainability and Adaptation suite of programmes, including in particular the new MSc Sustainability and Ecology (SE) programme.

Candidates will be required to demonstrate specialist knowledge in ecosystem assessments, habitat mapping, habitat restoration and ecosystem services. A specialist understanding of biogeochemical cycling and/or the societal implications of ecosystem restoration and conservation projects, would also be valuable.

Candidates should be proficient in lecturing and personal tutoring, in providing on-line academic support, marking and providing feedback to students at Masters level and have the skills necessary to lead blended (on-site and distance learning) modules. Block on-site delivery typically comprises one five- to six-day intensive residential module per month at CAT, with students supported via distance-learning methods whilst away from CAT for the remainder of the module period. Distance-learning delivery typically comprises scheduled teaching sessions, phased learning activities and private study spread over an eight-week module period. Distance-learning modules are typically only delivered concurrently with associated on-site modules.

This role provides an exciting opportunity to contribute academic expertise across CAT's work. The post holder will be mainly focused on the delivery of the GSE MSc courses, but will also teach visiting groups

on our short courses, as well as provide advice and input on CAT's wider research, communications work, and the development of the CAT site. The appointed person will therefore be based primarily at the CAT site near Machynlleth during their working hours.

To make an informal enquiry about the role, please email the Programme Leader, Tim Coleridge tim.coleridge@cat.org.uk or Jane Fisher jane.fisher@cat.org.uk, or the Head of School Adrian Watson adrian.watson@cat.org.uk

MAIN PURPOSE AND RESPONSIBILITIES OF THE JOB

Responsible to the Programme Leaders and Head of School. To provide module delivery, ensuring that academic quality, aims and outcomes in relation to modules are met.

Overview of main responsibilities includes the following: -

- To lead the academic and administrative aspects of the module(s) including assessment, with the resources available as agreed with the Programme Leader;
- To develop and update existing modules as required and develop appropriate teaching, learning and assessment strategies, using a range of delivery techniques to enthuse and engage students;
- Contribute towards programme development associated with the modules in consultation with the Programme Leader and Head of School;
- Arrange for the delivery of lectures, workshops, seminars, presentations and other relevant activities within modules;
- To monitor the outcomes of modules as required by the Programme Leader;
- Proactively interact with students and staff to offer, or facilitate, appropriate guidance and ensure deadlines are met;
- Contribute teaching and academic expertise to other aspects of CAT's activities, including short courses and university visits and other areas where required.

General including leading modules

- To ensure that high academic standards are maintained, ensuring that module academic staff deliver to the required standards;
- Tackle and resolve issues affecting the quality of delivery within scope of own level of responsibility, referring more serious matters to others as appropriate;
- Communicate effectively with staff and students associated with modules;
- In collaboration with the Programme Leader, manage the resources required to run modules;
- To work with other academic and administrative staff to ensure effective module delivery and student support;
- Conduct risk assessments and take responsibility for the health and safety of others;
- Ensure that all students and supervisors are aware of and follow University regulations and procedures applicable to each module;
- Collaborate with colleagues on the implementation of assessment procedures;
- Contribute to the accreditation of courses and quality control processes;

- Be responsible for the pastoral care of students within a specified area, using listening, interpersonal and pastoral skills to deal with sensitive issues concerning students and provide or refer for support where needed;
- Ensuring that the appropriate actions and regulations are followed in cases of suspected academic misconduct;
- Liaise with student support staff in relation to record keeping;
- Other teaching, administrative and related duties as required by the Programme Leader or Head of School.

Teaching

- Delivery of lectures, workshops, seminars, presentations, tutorials and other relevant teaching activities within the module as agreed with Programme Leader;
- Extend, transform and apply knowledge acquired from scholarship to teaching and appropriate external activities;
- Contribute to the planning, design and development of objectives and materials;
- Use appropriate teaching, learning support and assessment methods;
- Develop and produce learning materials and disseminate the results of scholarly activity;
- Undertake student supervision and assessment;
- Routinely communicate complex and conceptual ideas to those with limited knowledge and understanding as well as to peers, using high level skills and a range of media;
- Respond constructively to student feedback;
- To carry out research, scholarly and development activity in agreement with the Programme Leader;
- Resolve problems affecting the quality of module delivery and student progress, referring more serious matters to others as appropriate.

Staff management and development

- Mentor colleagues with less experience and advise on personal development;
- Depending on the area of work, there may be an expectation to supervise the work of others;
- Co-ordinate the work of others to ensure modules are delivered to the standards required.

The duties and responsibilities will be broadly in line with the JNCHES HERA Level 3.
Level 3 responsibilities build on the level of demand in Level 2.

PERSON SPECIFICATION – SENIOR LECTURER			
Description	**Essential**	**Desirable**	**How Evaluated**
Education and Qualifications			
a. Post-graduate academic qualification in one or more of the following areas: • Ecology, Environmental Biology, Geography, Environmental Science, Conservation or related area	*		Application form and evidence of qualification
b. PhD, Prof Doc or equivalent level OR substantial professional experience in the subject area;	*		
c. Formal and active commitment to continuing professional development;	*		
d. Teaching qualification.		*	
Knowledge and Experience			
e. Strong teaching record and a commitment to the highest standard of excellence in teaching;	*		Application form, interview and references
f. Possess in-depth specialist knowledge obtained professionally or academically in the application of behaviour change theory and practice to pro environmental behaviours and sustainability;	*		
g. Experience of a distance-learning teaching environment;		*	
h. Previous experience of module co-ordination;	*		
i. Experience of the production of teaching and learning materials;	*		
j. Experience of critical reading and reviewing, copy editing and proof reading or marking and feedback;	*		

PERSON SPECIFICATION – SENIOR LECTURER cont.,			
Description	**Essential**	**Desirable**	**How Evaluated**
k. A general understanding of the roles of sustainable development, appropriate technologies, development issues and renewable energy as components in a sustainable economy;	*		Application form, interview and references
l. Demonstrable understanding of key environmental and sustainability issues;	*		
m. Evidence of research achievement in an area relevant to the post, including publications in journals, conferences relative to area of speciality;	*		
n. Experience of communicating to non-academic audiences;		*	
o. Capacity to deliver or advise on practical implementation of academic knowledge.		*	
Aptitude and Skills			
p. Ability to present information in an objective manner;	*		Application form and interview
q. Critical thinking and analytical skills;	*		
r. Ability to communicate complex and conceptual ideas to a variety of audiences;	*		
s. Excellent inter-personal skills;	*		
t. Excellent leadership and teamwork skills;	*		
u. Excellent communication and motivational skills;	*		
v. Excellent organisational and time management skills;	*		
w. Ability to multi-task a busy work schedule;	*		
x. Ability to meet tight deadlines when required;	*		
y. Good level of numeracy and literacy;	*		

PERSON SPECIFICATION – SENIOR LECTURER cont.,			
Description	**Essential**	**Desirable**	**How Evaluated**
z. Ability to communicate through the medium of Welsh – oral and written, or willingness to learn; aa. Possess excellent IT skills.	 *	*	Application form and interview
Personal Attributes			
bb. A 'can-do' attitude; cc. Able to engage the interest and enthusiasm of students and inspire them to learn; dd. Capability of demonstrating self-motivation; ee. Demonstrate respect for a diverse range of people; ff. Ability to work effectively as an individual, as part of a team and in partnership with others; gg. Ability to supervise others and to direct own and others' work; hh. Willingness and ability to engage with employability, develop links with external organisations and generate income.	* * * * * * *		Application form and interview
Circumstances			
ii. Ability and preparedness to work flexibly; jj. Prepared to travel to meet post-related demands; kk. Empathy with the ethos and core values of CAT.	* * *		Application form and interview

It is in your own interest that you are explicit in your application about how you meet the stated criteria and responsibilities of the job. You are encouraged to provide relevant and explicit examples.