THE POST

College/Service:	**College of Engineering, Mathematics and Physical Sciences (http://emps.exeter.ac.uk/)**
Post:	**Senior Lecturer (Education and Scholarship) in Business Information Technology**
Reference No:	**R14253**
Grade:	**G**
Reporting To:	**Pro-Vice-Chancellor, Professor Ken Evans**

The College of Engineering, Mathematics and Physical Sciences is continuing with a strategy of sustained investment in both academic staff and infrastructure to provide a catalyst for significant growth in both research activity and student experience. In recognition of their pivotal importance to both, the College is looking to attract exceptional candidates to join its dynamic faculty.

Job Description

Main duties and accountabilities

The College is committed to providing world-class vocational education for new and experienced IT professionals through its employer-designed IT degree programmes. A strategy of sustained investment in academic staff and infrastructure provides a catalyst for significant improvement in both the range of programmes and the quality of the student experience. In recognition of their pivotal importance to both, the College is looking to attract exceptional candidates with expertise in business IT to join its dynamic faculty.

The College is offering degree apprenticeships as part of its strategy of working closely with industry to develop and deliver professional programmes. The successful applicant will contribute to the management and delivery of the BSc Digital and Technology Solutions degree apprenticeship programme (BSc. DTS), which is currently in its second year of delivery.

This post is specifically required to support the delivery of the BSc. DTS degree apprenticeship programme. Developed in collaboration with the Tech Partnership, this honours degree programme launched in September 2016. It is delivered through online and distance learning, supported by short periods of residential study on campus and a significant element of workplace learning.

You will have responsibility for teaching business IT topics, mentoring apprentices, and managing and monitoring the e-learning components of the BSc DTS, with associated administration, pedagogical leadership and quality management and enhancement. You will work with colleagues and third parties to ensure the efficient and effective delivery of the programme's e-learning components, and contribute to the development and implementation of innovative teaching practices across the College.

Scholarship

1. Conduct individual or collaborative scholarly projects.
2. Identify sources of funding and contribute to the process of securing funds for scholarly activities.
3. Be aware and informed of developments in higher education relevant to the development of teaching and learning strategies within the College.

Specific duties and accountabilities for this position:

Teaching

To deliver undergraduate and post-graduate courses, particularly around the Degree Apprenticeship programme in Digital and Technology Solutions (BSc DTS), to appropriate academic standards such that:

1. Students are challenged but also tutored and supported with individual care
2. Teaching and learning techniques are innovative and inspiring, making good use of distance learning, blended learning and e-learning techniques
3. Students are supervised appropriately
4. Assessment criteria are appropriate and fairly applied, with results fed back to students appropriately
5. Module content is continuously reviewed to identify areas for improvement
6. BSc. DTS apprentices acquire practical workplace skills and knowledge in business IT topics through a process of active learning and reflective practice.
7. Video and other content for incorporation into e-learning resources in prepared.
8. Online workshops and tutorials are delivered.
9. The apprentices' acquisition of practical workplace skills and knowledge is assessed.

Academic mentoring

1. Act as academic mentor to apprentices, being in contact regularly, guiding them through the apprenticeship process and helping to resolve issues, referring them to sources of further help if required.
2. Maintain a positive working relationship with employers and employer mentors.

E-learning management

1. Instructional design
    a. Participate in the design of the distance education component of the programme.
    b. Guide and assist colleagues in producing detailed activity plans for taught modules, such that apprentices will learn useful workplace skills through active learning.
    c. Maintain guidelines for colleagues in designing e-learning content according to best pedagogical principles.
2. Technology management
    a. Become expert in the technologies used in the BSc DTS
    b. Introduce additional technologies to make teaching more effective and/or efficient and enhance the student experience.
    c. Support colleagues in the use of technologies
    d. Liaise with colleagues and third parties to ensure efficient and reliable operation of technical platforms, and to resolve service issues.
    e. Manage BSc DTS hardware resources (video camera, audio recorder, etc.) and facilitate their use by colleagues.
3. E-learning production
    a. Work with the Programme Lead and e-learning developers to define an agreed e-learning production process.
    b. Ensure the maintenance of documentation for e-learning production including style guides, content development guides and developer's guides.
    c. Oversee the production of videos for inclusion in e-learning resources, liaising with third-party video producers as necessary.
    d. Review newly-produced or amended e-learning resources and address quality issues; oversee quality assurance by the author and others, and liaise with the developers to ensure resources are corrected and put into production.
    e. Liaise with the chosen suppliers to ensure a smooth working relationship.

Represent the University in a positive light, acting as a conduit for employer feedback and other employer-related intelligence

General

To contribute to the overall general and academic management in the College by undertaking activities that may be required such as:

1. Developing overall academic content and structure of modules with colleagues
2. Developing ideas for generating income and promoting both the College in general and Computer Science in particular

3. Supporting admissions processes and procedures
4. Supporting examinations processes and procedures
5. Contributing to the work of College committees
6. Contributing to accreditation and quality control processes
7. Contributing to strategic planning

This job description summarises the main duties and accountabilities of the post and is not comprehensive: the post-holder may be required to undertake other duties of similar level and responsibility.

Person Specification

You will have a strong track record as a business IT professional or a business IT educator or, preferably, both. You will be able to demonstrate the following qualities and characteristics:

Competency	Essential	Desirable
Attainments/Qualifications	A degree-level qualification in business IT with very strong industrial and commercial work experience.	PhD in Business Information Technology (IT), Information Systems (IS) or a related discipline
Skills and Understanding	In-depth experience and understanding of one or more professional specialisms within business IT. Ability to teach. Ability to manage a team.	
Prior Experience	A strong background in business IT. Teaching. Leadership.	Experience of teaching and curriculum development in HE. Experience in distance education. Leadership in HE.
Behavioural Characteristics	Excellent written, oral and interpersonal communication skills. Excellent collaboration and teamwork skills. Works independently and acts on own initiative. Enthusiastic about education, particularly using innovative methods. Adapts teaching techniques depending on circumstance. Inspirational; engages, enthuses and motivates students and colleagues. Communicates clearly; adapts own communication approach for different types of individual. Participates in and develops external networks, especially in business. Willing and able to learn new skills.	

Informal Enquiries

Applicants are encouraged to contact the Dean of the College, Prof Ken Evans (tel: +44(0)1392723645, K.E.Evans@exeter.ac.uk) to discuss the posts further. Informal enquiries can be made to Huw Evans (e-mail: h.m.evans2@exeter.ac.uk; telephone +44 (0)1392 72639).

Terms & Conditions

Our Terms and Conditions of Employment can be viewed here.

Further Information

Please see our website for further information on working at the University of Exeter.