

## Generic Role Profile

### Unestablished Senior Teaching Associate (unestablished - grade 8)

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#### Role Purpose

The purpose of this role is to support and maintain the Department and University's national and international reputation for excellence in teaching and to provide key support for the delivery of Land Economy programmes. Contribution to the administration and teaching duties of the Department to include course development and innovation, conducting seminars and classes for undergraduate and graduate students and examining. The roleholder will participate in the overall contribution to the Department of Land Economy.

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#### Main Responsibilities

	Key duties and responsibilities	Percentages of duties may vary
<b>1</b>	<b>Teaching</b>	
	Plan, prepare and deliver lectures, seminars and classes for the students on the relevant programmes, including lecture material and handouts. This may include developing course content in response to changes in the programme or student feedback. Change and adapt course material following research. Provide guidance and academic advice to students. May be asked to contribute to the delivery of the MPhil programme (teaching, examining, administration and supervision).	45
<b>2</b>	<b>Examining</b>	
	Set examination papers. Mark and assess course work, including undergraduate theses. Write constructive essay feedback and thesis reports. Participate in examinations, including Examiners' meetings and, where relevant, oral or practical examinations. Provide feedback to students on assessed work via the supervisor. Provide references for students.	15
<b>3</b>	<b>Administration</b>	
	Participate in departmental meetings and undertake some administrative duties, as commensurate with the grade of the role. Oversee the work of the part-time Teaching Associates and coordinate their teaching programme.	15
<b>4</b>	<b>Supervision</b>	
	May be asked to undertake supervision by a College in addition to his/her Departmental duties.	10
<b>5</b>	<b>Stakeholder Contact</b>	

	To develop and maintain contacts with relevant external individuals and organisations, particularly government, business and professional contacts in the built and natural environment acting as a point of contact between Department and these groups.	10
6	<b>Research</b>	
	May develop own research agenda and contribute to Departmental research projects as appropriate.	5

## Person Profile

### Essential knowledge, skills and experience required for the role

<b>Education &amp; qualifications</b>	Qualified to PhD level in a specialist area relevant to the work of Land Economy.
<b>Specialist knowledge &amp; skills</b>	The roleholder should have a proven specialist academic interest in one or more of the academic disciplines of Land Economy, probably, but not confined to, the areas of applied economics, real estate and/or spatial analysis.
<b>Interpersonal &amp; communication skills</b>	Excellent interpersonal and communication skills are required to explain concepts and complex information to non-experts, develop and encourage the commitment to learn in others and to present material to a range of audiences. The role holder may also need to provide pastoral assistance to students although more in-depth issues would be referred to College Tutors in the first instance
<b>Relevant experience</b>	The roleholder should have some experience of successfully developing and delivering teaching at university level, including both lectures and seminars or smaller group work
<b>Additional requirements</b>	The role holder is expected to maintain and develop his/her knowledge in the subject area by reading other academic material, attending conferences and active discussions with other academics in the field
<b>Pre-employment checks</b>	All applicants are legally required to demonstrate the right to work/permission to work in the UK. The requirement for any higher level pre-employment checks is dependent on the role and is detailed in the advert and/or further particulars. Offers of employment will be conditional upon the satisfactory outcome of all required pre-employment checks and whether an outcome is satisfactory will be determined by the University

<b>Teaching Programme</b>	a significant contribution to the development of the teaching programme is expected
<b>Research</b>	While the post-holder is not required to be research-active, a research background is required and the Department will encourage the development of an independent research agenda and participation in Departmental projects.
<b>Staff management</b>	there is an expectation to manage team colleagues
<b>Funding opportunities</b>	active engagement in finding funding opportunities and submission of research grant applications is required

**Work external to the University**

the role requires participation in work with other UK universities