

It is important to note that this job description is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your contract of employment.

Job description for the post of:

**Lecturer or Senior Lecturer in Earth Sciences
EHT0687-0512**

Reporting to: Head of Natural, Geographical and Applied Sciences

Accountable to: Dean of Faculty of Arts and Sciences

Department of Natural, Geographical and Applied Sciences

The Department of Natural, Geographical and Applied Sciences delivers a range of high quality undergraduate programmes including BA/BSc (Hons) Geography/Physical Geography/Human Geography, BSc (Hons) Environmental Science, BSc (Hons) Physical Geography and Geology; BSc (Hons) Biology and a MSc in Conservation Management.

The Department consists of a team of 11 full-time academic staff and 7 support staff housed in two buildings: the Geography building and the Natural & Applied Sciences building. The postholder will be based in the Geography building.

The Geography building includes a lecture theatre, physical geography research laboratory, physical geography teaching laboratory, geological science laboratory, geographical information systems laboratory, and a map library. Fume cupboards, centrifuges, high quality research microscopes for pollen/diatom/microfossil/rock thin section and microfossil analysis, rock and soft sediment thin section cutting equipment, mineral magnetic measurement instrumentation, atomic absorption spectrophotometer, automatic weather station, environmental radioactivity detector system, and equipment for routine water, sediment and soil analysis are available along with appropriate field sampling equipment including various soil augers, Russian corers and a Mackereth sediment sampler. Two fully technicians are dedicated to the laboratories. The geographical information systems laboratory includes a suite of networked PCs which are also used to access Geo-specific software on the department's server including ERDAS Imagine and ArcGIS. Staff and students have access to specialist data portals which include MIMAS LANDMAP satellite and aerial image data, Edina (Ordnance Survey) Digimap, and Essex UK Data Archive for census data.

The Post

The post arises from investment in teaching and research capacity in Earth Sciences and Physical Geography/Environmental Science. The successful candidate will be required to manage and teach modules on our current provision in Physical Geography and Geology and Environmental Science, supervise undergraduate dissertations and act as a personal tutor for students across all years; have a proven track record in research and publication or be able to provide convincing evidence of the potential to do so; and be able to contribute to the growing research profile of the Department and to the forthcoming REF submission.

Applicants from any area of geology or earth sciences are encouraged to apply. An ability to contribute to the teaching of Geographical Information Systems and/or Remote Sensing would be an advantage. The ability of the successful candidate to design and implement an innovative approach to enhancing the student experience is essential.

The appointment will be made at Lecturer Grade 8, or Senior Lecturer Grade 9 or Grade 10 as appropriate. An established record of research and publication is essential for appointment at Grade 10.

Duties and responsibilities

The duties and responsibilities of the posts are as follows. The postholders will be expected to carry out the following as and when required.

Corporate Responsibilities

The postholder will:

- a) Participate in Edge Hill University's decision-making process.
- b) Contribute to and serve as appropriate on internal committees, working and advisory groups.
- c) Contribute to the fulfilment of Edge Hill University's Mission Statement and Strategic Plan by implementing agreed Edge Hill policy.
- d) Encourage and promote the generation of income including the provision of research and consultancy.
- e) Promote and implement the University's equal opportunities policies.

Specific duties and responsibilities

Grade 8

The post-holder will be expected as and when required to:

- a) Contribute effectively to the subject area in a chosen area of research.
- b) Contribute effectively to the delivery of the curriculum including preparation of course documentation as allocated by the Head of Department
- c) Effectively contribute to the welfare, progress, examination and assessment of the students as designated by the Head of Department.
- d) Promote the work of the University and participate in the recruitment, selection and induction of students.
- e) Act, as and when required, and in accordance with Edge Hill procedures, as a Personal Tutor for a group of students.
- f) Assist in the curriculum development of the area's academic programmes.
- g) Seek to enhance the quality of education and provision by ensuring that high standards of teaching and learning are maintained on the relevant courses to which they contribute.
- h) Contribute effectively towards the development of the Department of Natural, Geographical and Applied Sciences including taking lead responsibility for nominated projects.
- i) Organise and administer tasks in an efficient and effective manner.
- j) Use teaching and learning strategies, which encourage student involvement and advance their independent learning.
- k) Develop and maintain links with cognate disciplines within the Faculty, Institution, Industry and the Community.
- l) Carry out any other duties associated with the area to be included by Head of Department.

Grade 9

The post-holder will be expected as and when required to:

- a) Contribute effectively to the subject area in a chosen area of research.

- b) Contribute effectively to the design, planning and delivery of the curriculum, including preparation of course documentation, as allocated by the Head of Department
- c) Effectively oversee the welfare, progress, examination and assessment of the students as designated by the Head of Department.
- d) Promote the work of the University and participate in the recruitment, selection and induction of students.
- e) Act, as and when required, and in accordance with Edge Hill procedures, as a Personal Tutor for a group of students.
- f) Assist in the curriculum development of the area's academic programmes.
- g) Seek to enhance the quality of education and provision by ensuring that high standards of teaching and learning are maintained on the relevant courses to which they contribute.
- h) Contribute effectively towards the development of the Department of Natural, Geographical and Applied Sciences including taking lead responsibility for nominated projects.
- i) Organise and administer tasks in an efficient and effective manner.
- j) Use teaching and learning strategies, which encourage student involvement and advance their independent learning.
- k) Develop and maintain links with cognate disciplines within the Faculty, Institution, Industry and the Community.
- l) Carry out any other duties associated with the area to be included by Head of Department.

Specific duties and responsibilities

Grade 10

The post-holder will be expected to:

- a) Accept responsibility for the overall development and effective and efficient operation of high quality academic programmes in the subject area concerned in the context of the Institution's agreed objectives and strategic plan. This may include
 - i) leading at programme level in areas of academic expertise
 - ii) ensuring that staff contributing to programmes are fully prepared for the effective performance of their duties

- iii) effectively co-ordinating the team of staff who contribute to programmes in order to maximise their individual and collective contributions
 - iv) managing and administering the effective delivery of courses
 - v) developing, as required, appropriate documentation in accordance with the Institution's guidelines to support the processes of Edge Hill's quality assurance (including materials relating to course approval, enhancement process, review and evaluation)
 - vi) taking responsibility for overseeing the welfare, progression, examination and assessment of students and drawing to the attention of the head of area any issues as appropriate
 - vii) on behalf of the Head of Department taking responsibility for the effective academic administration of a designated area
 - viii) participating in and developing external networks to further the development and reputation of the University
- b) Contribute effectively to the subject area in an area of research compatible with the Departmental research development plan.
- c) Contribute effectively to the design, planning and delivery of the curriculum, including preparation of course documentation, as allocated by the Head of Department.
- d) Effectively oversee the welfare, progress, examination and assessment of the students as designated by the Head of Department.
- e) Promote the work of the University and participate in the recruitment, selection and induction of students.
- f) Act, as and when required, and in accordance with Edge Hill procedures, as a Personal Tutor for a group of students.
- g) Assist in the curriculum development of the area's academic programmes.
- h) Seek to enhance the quality of education and provision by ensuring that high standards of teaching and learning are maintained on the relevant courses to which they contribute.
- i) Contribute effectively towards the development of the Physical Geography subject area including taking lead responsibility for nominated projects.
- j) Organise and administer tasks in an efficient and effective manner.
- k) Use teaching and learning strategies, which encourage student involvement and advance their independent learning.

- l) Develop and maintain links with cognate disciplines within the Faculty, Institution, External Stakeholders and the Community.
- m) Carry out any other duties associated with the area as judged appropriate by the Head of Department.

In addition to the above all Edge Hill University staff are required to:

- a) Adhere to all Edge Hill's policies and procedures, including Equality and Diversity and Health and Safety
- b) Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons
- c) Undertake appropriate training and development as required
- d) Participate in Edge Hill's Performance Review and Development Scheme
- e) Adhere to Edge Hill University's environmental policy and guidelines and undertake tasks in a sustainable manner

Salary: Grade 8, points 31-35
£31,020-£34,895 per annum

Grade 9, points 36-40
£35,938-£40,430 per annum

Grade 10, points 41-45
£41,639-£46,846 per annum

Hours: Full time

Candidates should note that they will be shortlisted based on information provided on the application form with regard to the applicant's ability to meet the criteria outlined in the Person Specification form attached.

Completed application forms to be sent via www.edgehill.ac.uk/jobs or returned to Human Resources, Edge Hill, St Helens Road, Ormskirk, Lancashire L39 4QP, **to arrive no later than 20 June 2012.**

PERSON SPECIFICATION

**Lecturer in Earth Sciences
EHT0687-0512**

Grade 8

CRITERIA

Applicants should be able to provide evidence of their ability to meet the following criteria.

		Essential	Desirable
Qualifications			
1	A good relevant honours degree	*	
2	Higher qualifications relevant to the post, such as a Postgraduate degree, a professional qualification, or evidence of satisfactory progress towards such qualifications		*
3	PhD or clear progress towards a PhD	*	
Experience and Knowledge			
4	Successful teaching experience of Earth Sciences in Higher Education	*	
5	Evidence of research experience or research potential	*	
6	Relevant subject knowledge in one or more sub-fields of geology or earth sciences as evidenced through qualifications, prior teaching experience or research	*	
7	Subject knowledge and expertise in GIS and/or Remote Sensing		*
8	Evidence of effective working as a team member	*	
9	Experience of PhD supervision		*
Competencies			
Teaching, Learning and Assessment			
10	An effective communications style and interpersonal skills	*	

- 11 Ability to develop and use effective, flexible and innovative approaches to teaching, learning and assessment *
- 12 Ability to use Information and Communication Technology (ICT) to support teaching and learning *
- 13 Ability to support students in the development of subject-specific and key skills *
- 14 Ability to contribute to the assurance of academic quality and standards *
- 15 Ability to support the diverse academic and personal needs of individual students *

Scholarly Activity and Research

- 16 Evidence of engagement in innovation, knowledge construction and knowledge dissemination *
- 17 Evidence of engagement in academic and professional networking through active membership of associations, societies and professional bodies *
- 18 Commitment to engage in advanced scholarship and research *

Management and Administration

- 19 Ability to support the general development of the department , the faculty and the institution *

Personal and Professional Development

- 20 Ability to reflect on own skills and knowledge, and to seek opportunities to develop *

PERSON SPECIFICATION

**Senior Lecturer in Earth Sciences
EHT0687-0512**

Grade 9

CRITERIA

Applicants should be able to provide evidence of their ability to meet the following criteria.

		Essential	Desirable
Qualifications			
1	A good relevant honours degree	*	
2	Higher qualifications relevant to the post, such as a Postgraduate degree, a professional qualification, or evidence of satisfactory progress towards such qualifications		*
3	PhD in a relevant discipline	*	
Experience and Knowledge			
4	Successful teaching experience of Earth Sciences in Higher Education	*	
5	Evidence of research experience or research potential	*	
6	Relevant subject knowledge in one or more sub-fields of geology or earth sciences as evidenced through qualifications, prior teaching experience or research	*	
7	Subject knowledge and expertise in GIS and/or Remote Sensing		*
8	Evidence of effective working as a team member	*	
9	Experience of PhD supervision		*

Competencies

Teaching, Learning and Assessment

- 10 An effective communications style and interpersonal skills *
- 11 Ability to develop and use effective, flexible and innovative approaches to teaching, learning and assessment *
- 12 Ability to use Information and Communication Technology (ICT) to support teaching and learning *
- 13 Ability to support students in the development of subject-specific and key skills *
- 14 Ability to contribute to the assurance of academic quality and standards *
- 15 Ability to support the diverse academic and personal needs of individual students *

Scholarly Activity and Research

- 16 Evidence of engagement in innovation, knowledge construction and knowledge dissemination *
- 17 Evidence of engagement in academic and professional networking through active membership of associations, societies and professional bodies *
- 18 Commitment to engage in advanced scholarship and research *

Management and Administration

- 19 Ability to support the general development of the department , the faculty and the institution *

Personal and Professional Development

- 20 Ability to reflect on own skills and knowledge, and to seek opportunities to develop *

PERSON SPECIFICATION

**Senior Lecturer in Earth Sciences
EHT0687-0512**

Grade 10

CRITERIA

Applicants should be able to provide evidence of their ability to meet the following criteria.

		Essential	Desirable
Qualifications			
1	A good relevant honours degree	*	
2	Higher qualifications relevant to the post, such as a Postgraduate degree, a professional qualification, or evidence of satisfactory progress towards such qualifications	*	
3	PhD in a relevant area	*	
Experience and Knowledge			
4	Successful teaching experience in Earth Sciences in Higher Education	*	
5	Evidence of recent high quality publication	*	
6	Evidence of national or International research reputation	*	
7	Experience of consultancy, knowledge transfer activity and/or innovation	*	
8	Effective working as a team member	*	
9	Relevant subject knowledge in one or more sub-fields of geology or earth sciences as evidenced through qualifications, prior teaching experience or research	*	
10	Subject knowledge and expertise in GIS and/or Remote Sensing		*
11	Experience of PhD supervision	*	

Competencies

Teaching, Learning and Assessment

- 12 Ability to lead curriculum development in areas of academic expertise *
- 13 An effective communications style and interpersonal skills *
- 14 Ability to develop and use effective, flexible and innovative approaches to teaching, learning and assessment *
- 15 Ability to use Information and Communication Technology (ICT) to support teaching and learning *
- 16 Ability to support students in the development of subject-specific and key skills *
- 17 Ability to contribute to the assurance of academic quality and standards *
- 18 Ability to support the diverse academic and personal needs of individual students *

Scholarly activity and Research

- 19 Ability to engage in innovation, knowledge construction and knowledge dissemination *
- 20 Ability to engage in academic and professional networking through active membership of associations, societies and professional bodies *
- 21 Commitment to engage in advanced Scholarship and research *

Management and Administration

- 22 Ability to work effectively as a leading team member *
- 23 Ability to support the general development of the Department, the Faculty and the institution *

Personal and Professional Development

- 24 Ability to reflect on own skills and knowledge, and to *
seek opportunities to develop and enhance practice