uclan
University of Central Lancashire
— CYPRUS —

Job Description

Job Title:	Assistant Professor
School:	
Grade:	0.5 - 1.0 Assistant Professor
Responsible to:	Head of School

Job Purpose

To contribute to, and lead in, the areas of course delivery, course management and course development in the School. To undertake research and knowledge transfer through scholarly activities. To undertake specific course leader responsibilities in related programmes, as appropriate.

Main Duties and Responsibilities

1. Lecturing at all levels of the academic programmes in the School including Master's programmes.
2. To engage in course design and development in line with the quality assurance standards
3. Make a major contribution to achieving the academic objectives of the School through scholarly activity, research outputs and knowledge transfer activities.
4. Undertake significant administrative, course development and course leadership responsibilities. Act as module tutor for a number of identified modules. Administer course registers, assessment records, learning programmes and other records.
5. Engage with the recruitment of students onto courses and provide appropriate advice on progression and career opportunities.
6. Develop and consolidate contacts with relevant external organisations.
7. Adhere to quality assurance and enhancement systems to ensure high standards are maintained and the student experience is enhanced.
8. Attend local and national events on behalf of the University, in order to promote the University and its courses, and to enhance the institutional, departmental and divisional profile.
9. Effective contribution to the management and administrative processes and committee structures of the school, faculty and University
10. Carry out other duties as outlined by the Head of School

Name:	
Date:	
Signature :	

Person Specification

Attributes	Essential	Desirable	Measured By
Work Experience	At least three years of autonomous University teaching or research work after the award of the PhD by a recognised University or research centre. level. A record of original publications in valid international scientific journal or other publications of recognised value which provide significant contribution to science.	Experience of liaising with external organisations Course leadership experience Experience of supervision of postgraduate and research students	Application Form, Interview
Education/ Qualifications	A good honours degree or equivalent in a relevant area A relevant Master's qualification PhD from a recognised University in relevant area.	Formal teaching qualification (such as PG Cert in Learning and Teaching in Higher Education) or Fellow of the Higher Education Academy, or equivalent	Application Form
Knowledge/ Skills and Abilities	Flexible and innovative approach to teaching Excellent presentation and communication skills Ability to work on own initiative as well part of team Excellent networking skills IT literate with knowledge of Microsoft Power Point, MS Teams and eLearn (or equivalent) Ability to teach and supervise dissertations up to master's level Ability to undertake research/knowledge transfer Fluency in the English language	An ability to contribute to the research culture within the School. An ability to contribute to commercial activities and employer engagement An ability to contribute to research within the School Knowledge of UK and Cypriot current higher education and practices High level of IT skills in context of e-learning, including eLearn or equivalent. Fluency in the Greek Language	Application Form, Interview and Presentation

Personal Details	A professional approach to administrative duties. Flexible and innovative approach to teaching and learning Willingness to enrol on and achieve a recognised teaching qualification (SD2 of the HEA) as part of staff development Commitment to the University's mission statement and Vision	A willingness to engage in international activity on behalf of the University Willingness to travel internationally	Application Form and Interview