

## JOB DESCRIPTION

**POST:** Lecturer in Film Production

**DATE:** April 2017

**FACULTY:** Arts

**POST NO:** ART-J29

**START DATE:** As soon as possible

**SALARY RANGE:** Grade 7, £33,943 to £38,183 per annum

**HOURS:** Full time, 1.0 fte

**INDEFINITE/FIXED TERM:** Indefinite

**REPORTING TO:** Head of the School of Media and Film

### THE POST

As a Lecturer in the School of Media & Film you will have a major role to play in the delivery of the BA Film Production degree. You will have opportunities to deliver modules and courses in some or all of the areas, but primarily the practice-based undergraduate programmes. You will also provide tutorial support for students, and participate in the future development of the curriculum. The post will allow the successful candidate to continue with their professional practice and this is strongly encouraged providing it complements the duties associated with the post. It is hoped the successful candidate will play an active role in programme development and so a desire to participate, mould and shape the degrees is essential.

The programme has forged strong links with film and media industries and the School has an Industry Advisory Panel and the post holder will be encouraged to contribute to the continued strengthening of these relationships. The successful applicant may offer expertise in any relevant area of practical filmmaking, although areas such as cinematography, post production are desirable.

The University expects all academic staff to be actively engaged in research and are encouraged to apply to one or more of the significant sources of potential support available within the institution. There is a strong and developing academic and applied research culture within the School of Media and Film.

### MAIN DUTIES AND RESPONSIBILITIES

The specific responsibilities of this post are as follows:

- Teaching and module leadership across a range of both practical and theoretical Film Production modules at both postgraduate and undergraduate level.
- To contribute to the tutoring and assessment of the Film Production programme at undergraduate and postgraduate levels.
- To contribute to the management and provision of other courses in the School of Media & Film.
- To manage processes of quality assurance and enhancement as they relate to the film and media programmes and any other relevant University structures or regulations.
- To contribute to the development of industry partnerships for the benefit of students learning through projects and observational contact with respected professional individuals and organisations.
- To ensure students have the opportunity to express opinion on the operation of the programme and that student concerns are responded to appropriately using forums such as the Programme Committee meetings.
- To provide marketing support including University Open Day presentations and assistance with outreach Programmes amongst other activities.

- To contribute to the management and preparation of Programme documentation, making reference to existing University structures and frameworks.
- To contribute to the processes of recruitment and selection of postgraduate and undergraduate students.
- To ensure that students are assessed and examined according to the regulations of the Programme and any other relevant University structures or regulations, in particular the Academic Regulations for Taught-Course undergraduate and postgraduate programmes.
- To contribute to the representation of the School's provision and ambition locally, nationally and internationally wherever possible.
- To enhance and maintain the academic quality of the programme.
- Any other duties that may be required by the Head of School or Dean of Faculty from time-to-time.

## **OTHER DUTIES**

The successful candidate may be required to act as Personal Tutor to a small group of students. This will entail being concerned not only for the students' academic achievements, but also for their personal welfare.

All staff are expected to contribute to University administration, course planning, curriculum development, the recruitment of students, engage in research and knowledge transfer and scholarly activities. Additionally staff are required to participate in relevant professional development activities. The University's courses may involve evening and weekend teaching and, where necessary, this will form part of the duties of the post.

## **General Information**

It is anticipated that this job description will change over time in accordance with the needs of the role. The role holder will be fully consulted on any proposed amendments.

## **CONDITIONS OF SERVICE**

The appointment will be made at grade 7 currently £33,943 to £38,183 per annum. Exact placement will be dependent upon qualifications and experience. Salary is paid monthly in arrears by direct credit transfer on the last working day of each month.

Your normal centre of duty will be the King Alfred Campus. However, you may be required to work in any part or department of the University and in any Campus of the University, or as otherwise required for the due performance of your duties and responsibilities.

The annual leave year runs from 1 August to 31 July. Holiday entitlement is 35 days per year plus statutory Bank Holidays and local discretionary days. A proportion of this entitlement is allowed pro rata for part-time staff.

Other terms and conditions of employment appropriate to this post and grade apply in addition to those referred to in this statement. The list of benefits includes Pension Scheme, Sick Pay Scheme, Maternity and Paternity leave and pay (subject to eligibility). Details are contained in the Statement of Principal Terms and Conditions of Employment issued on appointment, the Staff Handbook and other documents referred to therein.

## **APPLICATION INFORMATION**

Candidates short listed for interview will be asked to give a presentation lasting 10 minutes on the following topic:

**“How can film and media courses successfully adapt to the challenges of digital production landscapes?”**

This will be followed by a 10 minute question and answer session or discussed as part of the interview process.

Applications should be made online at [www.winchester.ac.uk](http://www.winchester.ac.uk). Please note that posts close at midnight on the date stated. CVs and late applications will not be accepted. Due to certificate of sponsorship restrictions this post is not open to applicants who require sponsorship to work at the University of Winchester.

## PERSON SPECIFICATION

Each attribute is marked as essential for the post, or desirable. The last three columns on the Person Specification (labelled A, I and P) indicate how each attribute is assessed.

A = application form, I = interview, P = presentation

ATTRIBUTES	ESSENTIAL	DESIRABLE	A	I	P
<b>EDUCATION/TRAINING</b>					
Honours Degree in relevant area	X		X		
Post-graduate qualification or equivalent industry experience	X		X		
<b>EXPERIENCE</b>					
Experience teaching in HE or FE	X		X	X	X
Experience in programme development and administration within HE		X	X	X	
Relevant publications		X	X	X	
Relevant experience in Film Production Practices (directing, cinematography, post production or sound)	X		X	X	
<b>KNOWLEDGE</b>					
Relevant subject expertise	X		X	X	
Expertise in learning and teaching		X		X	X
Awareness of current debates within HE		X		X	X
A personal professional practice research agenda	X		X	X	

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>A</b>	<b>I</b>	<b>P</b>
<b>SKILLS/ABILITIES</b>					
The ability to engage and enthuse students	X		X	X	
Excellent communication skills – both written and oral	X		X	X	X
Good administrative and managerial skills		X		X	
Research skills		X	X		
<b>PERSONALITY</b>					
Vocationally committed	X			X	X
A team player	X			X	
Flexible in relation to work tasks	X			X	
Ability to meet deadlines	X			X	
Student-centred approach to learning and teaching	X			X	X
Ability to deal effectively with a very wide range of people	X			X	
Empathetic to the needs of staff and students	X			X	
Reliable	X			X	

## **FURTHER INFORMATION**

### **Health & Safety**

Under the Health & Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the University on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare.

Copies of the University Safety Policy can be found on the University Intranet.

### **Sustainable Development**

All employees are expected to act in accordance with the Sustainable Development Policy and Environment Strategy. In the course of your duties, you should seek to minimise any detrimental impact on the environment and take specific action as appropriate within the remit of your post.

### **Facilities**

Staff catering facilities are available.

**West Downs Day Nursery** - is situated within the grounds of The University of Winchester. The nursery offers care for children from the age of six weeks to five years in a stimulating and homely environment. The nursery provides 62 places each day from 7.30am to 6.15pm on a full time or sessional basis. The opening times are designed to accommodate the working parent who may wish to continue their career. Further details are available from the Human Resources Department.

Sports and Fitness facilities are available, these include the University Gym, Sports Hall and our outdoor Multi-Use Games area for Tennis, Basketball, Football and Badminton to name a few. At our Bar End facility you will find our Athletics Track and All-Weather Pitch. Also on offer is our Fitness & Wellbeing class timetable which are complimentary to all Gym Pass holders.

### **Winchester Values**

We value freedom, justice, truth, human rights and collective effort for the public good. The plans and actions of the University of Winchester are founded in these ideals together with the following values:

#### **Intellectual Freedom**

Intellectual freedom and its appropriate expression are at the heart of our business.

#### **Social Justice**

We seek to embody social justice and develop our students as effective and fulfilled global citizens. They will be prepared to challenge the status quo and will have the strength to stand up for what they believe to be true.

#### **Diversity, Equality and Inclusion**

We value diversity and we are committed to ensuring a welcoming and inclusive experience and striving to ensure equality for all.

#### **Spirituality**

We celebrate our Christian Foundation encouraging those living within the Christian Faith, whilst also welcoming those who live within other Faiths and those who have no faith.

#### **Individuals Matter**

The wellbeing of individuals is important, as are their opinions and views.

## **Creativity**

Permeability, agility and imagination are central to our thinking: we endeavour to act as a crucible for the generation and transfer of knowledge.

## **Compassion**

Conscious of the kinship that exists between all life, we seek to nurture compassion for people, animals and the planet.

## **Mission Statement;**

‘To educate, to advance knowledge and to serve the public good’

## **The University vision:**

The University of Winchester is a university on a human scale, with a principal emphasis on the personal creativity and development of its students and its staff.

Through its teaching, research and professional practice, the University will be an outward facing and permeable organisation, welcoming outside influences and fully engaging with society locally and regionally, nationally and internationally. It will provide a high quality university education, responsive to the intellectual, personal and professional needs of its members and the wider community.

The University seeks to serve the spiritual and ethical needs of its students, building moral and global awareness. Our Church foundation is reflected also in strong support offered to students from backgrounds not traditionally associated with higher education. The University will ensure that its courses are accessible to all those who have the potential to benefit from them, regardless of their social, economic, ethnic or religious background.

As a twenty-first century institution which provides a progressive and challenging higher education experience and which forms a crucible for the generation and transfer of knowledge, we have high expectations of both staff and students. The professionalism of staff is reflected in integrity, objectivity and competence. Students’ time at the University will provide them with a justified confidence in their abilities and the strength to stand up for what they believe to be true.