

## **JOB DESCRIPTION**

**POST:** Lecturer in Statistics

**DATE:** July 2018

**FACULTY:** Business, Law and Sport

**POST NO:** BLS-F60

**STARTING DATE:** 1 September 2018 (or as soon as possible thereafter)

**SALARY RANGE:** Grade 7 £34,520 to £38,833 per annum

**HOURS:** Full time, 37 hours per week

**INDEFINITE/FIXED TERM:** Indefinite

**REPORTING TO:** Head of Department

### **THE POST**

The Department of Accounting, Finance, Mathematics and Economics is part of the University of Winchester Business School. We have a strong and growing portfolio of undergraduate and postgraduate programmes and are an active research community. We are expanding our portfolio of programmes and research activity, and are seeking a team player to engage fully in the development and delivery of our dynamic portfolio of programmes and to our research and knowledge exchange agenda.

### **Main duties and responsibilities**

- To undertake teaching duties on our undergraduate, postgraduate and professional programmes as required by the Head of Department, including:
  - Design and deliver high quality teaching and assessment across a range of programmes and modules to all levels of undergraduate and/or postgraduate and/or professional students through lectures, seminars, tutorials and supervisions, as appropriate;
  - Supervise undergraduate and postgraduate dissertations;
  - Supervise students undertaking professional practice and volunteering modules;
  - Be active in seeking, and open to, alternative and more effective methods for learning and teaching and the development of the VLE;
  - Make an active contribution to course monitoring and programme development.
- To develop research and knowledge exchange, including:
  - Engage with up to date literature and expertise in your academic and/or professional field;
  - Presentation and delivery at local, national and international conferences
  - Publications and outputs relevant to your field
  - Identify and pursue collaborations within and outside the Department and Faculty;
  - Initiate and participate in income generating activities such as devising CPD programmes, writing grant applications or consultancy work.
- To engage in appropriate scholarship and continuous professional development to maintain the currency of your subject knowledge, for example through attending relevant conferences and/or courses.

- To seek to establish working partnerships with other external agencies and institutions both at home and abroad.

### **Other Duties**

The person appointed will be required to undertake such other duties as may from time to time be allocated by the Vice Chancellor, Dean of Faculty or Head of Department.

The successful candidate will be required to act as Personal Tutor to a 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 and curriculum development, the interviewing of students for admission and research and scholarly activities. Additionally, staff are required to participate in relevant staff development activities. Some of the University's courses involve evening teaching and occasional 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 £34,520 to £38,833 per annum. We are seeking to appoint a full-time member of staff, however, fractional appointments will be considered. 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 in the West Downs quarter of the University's campus. However, you may be required to work in any part or department of the University or as otherwise required by the due performance of your duties and responsibilities.

The annual leave year runs from 1<sup>st</sup> August to 31<sup>st</sup> 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 proportional full-time staff.

One of our core values is 'individuals matter'. As an employee at the University of Winchester, we are committed to your wellbeing and development. You will have access to a wide range of benefits and support, comprehensive staff development programme, generous holiday entitlement and pension scheme. Further details can be found on our website.

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**

Interviews will be held on Tuesday 7 August 2018.

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

### **How can teaching strategies encourage students to engage in critical thinking?**

This will be followed by a question and answer session and personal interview.

Applications should be made on line at [www.winchester.ac.uk](http://www.winchester.ac.uk). Please note that posts close at midnight on the date stated. Late applications will not be accepted.

We delight in diversity in our workforce and seek those that share this value

## 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><u>EDUCATION</u></b>					
First degree in cognate subject area	X		X		
Masters degree in cognate subject area	X		X		
Doctorate or equivalent portfolio of academic publications		X	X		
<b><u>EXPERIENCE</u></b>					
Experience of teaching statistics at undergraduate and postgraduate levels	X		X	X	X
Experience of teaching quantitative research methods at undergraduate and postgraduate levels	X		X	X	
Experience of supervising dissertations at undergraduate and postgraduate levels	X		X	X	
Experience of doctoral supervision.		X	X	X	
Experience of curriculum design and development and programme leadership.		X	X	X	
Good record of research/scholarly activity, commensurate with stage of career.	X		X	X	
Success in knowledge transfer/consultancy/ continuing professional development.		X	X	X	
Experience of teaching, or willingness to teach, generic academic and research skills modules.		X	X	X	

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>A</b>	<b>I</b>	<b>P</b>
<b><u>KNOWLEDGE</u></b>					
In-depth subject knowledge of specialist areas appropriate to undergraduate and postgraduate teaching.	X		X	X	X
<b><u>SKILLS AND ABILITIES</u></b>					
Ability to communicate effectively.	X		X	X	X
Good organisational skills.				X	
Ability to work independently and as part of a team.	X			X	
Reliable, enthusiastic, motivated and committed	X			X	X
Empathetic to the needs of students	X			X	X
<b><u>OTHER</u></b>					
To be committed to equality of opportunity in Higher Education.	X		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.

### **Our Values**

We are a community committed to making a difference, passionate about seeing individuals and communities flourish.

Our values of Compassion, Individuals Matter and Spirituality shape how we do this and why – we believe academic freedom leads to big ideas which in turn lead to social justice and creativity for a better world.

### **Compassion**

Conscious of the kinship that exists between all life, we seek to nurture compassion and embody social justice for people, animals and the planet. This is a supportive, caring and safe place to work and study. Staff and students will be supported to flourish, encouraged to help others and empowered to make a difference in the world. We seek to challenge and nurture in all staff and students a love and value for all life and the planet. Staff are empowered to change the world for the better, challenge convention with compassion and stand up for what they believe to be true.

### **Individuals Matter**

We are passionate about seeing individuals flourish here. The dignity and wellbeing of individuals is important as are their opinions and views. We are committed to working globally to ensure equality and justice for all. Everyone is welcome here. Staff and students will learn to value and appreciate others, whoever they are and whatever their background. You will be listened to; your opinions count. Together, we will be supported and challenged to reach our full potential. Our staff and students are nurtured to embrace equality, diversity and inclusivity to the full. Staff and students are supported to fight for integrity and justice in a world of compromises and prejudice.

## **Spirituality**

We celebrate our Anglican Christian foundation and welcome people of all faiths and none. We believe that everyone expresses their spirituality through a unique collage of values, disciplines and practices. Working and studying here will give you a chance to experience and reflect on the creativity, beauty and compassion in life – together, we aim to explore the mystery of life and grow in wisdom and love.

Our passion is to see staff and students grow as a whole person. It is safe to try new things here, to stand up for what you believe in. You will be supported to engage with the big and deep questions of life, to bring about change and really make a difference. We seek to challenge and develop staff and students' thinking, enabling them to develop in wisdom for a fulfilling life as well as the knowledge they need for a successful career. Our staff and students will have the resilience and resourcefulness to seize the opportunities and face the challenges of life.

## **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.