

## **JOB DESCRIPTION**

**POST:** Lecturer in Archaeological Geomatics

**POST NO:** HSS-C12

**FACULTY:** Humanities and Social Sciences

**DATE:** Sept. 2018

**START DATE:** 2 January 2019

**SALARY RANGE:** Grade 7 - £35,211 to £39,609 per annum, pro rata

**HOURS:** Part-time, 18.5 hours per week (0.5FTE)

**INDEFINITE/FIXED TERM:** Indefinite

**REPORTING TO:** Head of Department (Archaeology, Anthropology and Geography)

### **THE POST**

Working within the Faculty of Humanities and Social Sciences and the Department of Archaeology, Anthropology and Geography, you will teach modules on geomatics and GIS, together with elements of fieldwork and research methods within our current BA, BSc and MA/MRes programmes in Archaeology, Geography and Anthropology as required. It is necessary that you are familiar with ArcGIS and Leica total stations and GPS hardware and have familiarity with and/or willingness to learn to use Leica survey software GeoPlot, QGIS and GPR processing software. Ideally you would also have a further specialisation complementing those of current Departmental staff (see <https://www.winchester.ac.uk/about-us/leadership-and-governance/our-faculties/hss/archaeologyandanthropology/>).

### **MAIN DUTIES AND RESPONSIBILITIES**

- Undergraduate and postgraduate teaching of archaeological geomatics (including in field settings).
- Contributing to other areas of undergraduate teaching, including research methodology.
- Contributing to the administration of the Department and its programmes.
- Promoting the programmes through Open Days and other events.
- Supervising dissertations at undergraduate and MA level.
- Undertaking moderation and second-marking of students' written work.
- For the appropriate candidate, contribution to the REF

## **OTHER DUTIES**

The successful candidate will normally 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 exchange (for the appropriate candidate) and scholarly activities and programme leadership. Additionally staff are required to participate in relevant staff development activities. The University's courses involve evening and weekend teaching and open days and, where necessary, this will form part of the duties of the post.

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.

### **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 £35,211 to £39,609 per annum, pro rata. 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.

The successful candidate will be appointed to the Teaching and Scholarship Academic Role Profile which is appended to this job description.

Your hours of work will be 0.5fte. A flexible attitude to working hours will be necessary as there will be the requirement to work evenings and weekends on occasion.

Your normal centre of duty will be the Medecroft Quarter. However, you may be required to work in any part or department of the University and in any Quarter/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 shortlisted for interview will be asked to give a presentation, lasting 10 minutes on the following topic:

### **Give an excerpt from one of your lectures relevant to the post**

This will be followed by a question and answer session, with staff and students. A formal interview will follow.

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

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>A</b>	<b>I</b>	<b>P</b>
<b><u>EDUCATION/TRAINING</u></b>					
An Honours degree in Archaeology	X		X		
A doctorate in Archaeology or equivalent professional experience		X	X		
Postgraduate Certificate in Teaching in Higher Education and/or Fellowship of HEA		X	X		
<b><u>EXPERIENCE</u></b>					
Experience of preparing and delivering lectures and undertaking assessments at undergraduate level	X		X	X	
Experience of and ability to teach GIS and archaeological survey using the hardware/software listed above	X		X	X	
Supervision of undergraduate and postgraduate dissertations		X	X	X	
Teaching at postgraduate level		X	X	X	
Experience of active engagement with archaeological geomatics community (eg. participation in conferences, international networks, funding bids)		X	X	X	
<b><u>KNOWLEDGE</u></b>					
Familiarity with the use of airborne remote sensed data (aerial photographs and satellite imagery)	X		X	X	
Expertise in an archaeological specialism beyond geomatics and at sufficient level to teach an undergraduate module		X	X	X	

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>A</b>	<b>I</b>	<b>P</b>
<b><u>KNOWLEDGE CONT.</u></b>					
Understanding of, and creative responses to, current learning and teaching practices and issues in HE	X		X	X	
<b><u>SKILLS/ABILITIES</u></b>					
High level ability in the use of ArcGIS	X		X	X	
Skills in the use of QGIS, AutoCAD and survey software		X	X	X	
Skills in measured survey (RTK GPS and total station)	X		X	X	
Abilities in archaeological geophysics and associated software (resistivity, magnetometry and GPR)		X		X	
Excellence in HE teaching and a commitment to student achievement	X			X	X
Excellent written and oral communication	X		X	X	X
Excellent organisational, administrative and planning skills	X			X	
Ability to contribute to REF 2020/and or research environment		X	X	X	
<b><u>PERSONALITY</u></b>					
Team player	X			X	
Approachable and empathetic to the needs of a diverse student body	X			X	
Flexible in relation to work tasks	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 is 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.



## Lecturer – Teaching and Scholarship Role Profile

	<b>Role Descriptor</b>
Teaching and Learning Support	Design teaching materials and deliver across a range of modules within subject area, using appropriate teaching, learning & assessment methods.
	Possess sufficient breadth or depth of specialist knowledge in the discipline/practice to contribute to module, programme and curriculum development, e.g. ensuring module design and delivery comply with quality standards/regulations; accreditation requirements and helping to enhance the student experience. Implementing latest techniques in own practice.
	Supervise student projects, field trips and placements.
	Contribute to planning of objectives & teaching materials.
Scholarship	Ensure that all teaching is underpinned by research.
	Maintain a wider interest in discipline-relevant pedagogy and developments in delivery methods, and disseminate such understanding within the department, for example through teaching workshops.
Communication	Routinely communicate complex and conceptual ideas to those with limited knowledge and understanding using a range of media.
Liaison and Networking	Develop an external profile by participating in networks outside the university.
Teamwork and Motivation	Work with others in teams, supporting others' efforts and development.
	Co-ordinate the work of others to ensure modules are delivered to required standards.
	Act as responsible team member.
	Collaborate with colleagues to identify & respond to student needs.
	Take the lead in internal projects.
Pastoral Care and Welfare	Contribute to the delivery of teaching as a module leader.
	Be responsible for pastoral care of students within specified area.

Initiative and Problem Solving	Develop ideas & find ways of disseminating research & scholarship, as well as generating income.
	Collaborate with colleagues to implement assessment procedures.
	Identify need for development of content/structure of modules & take steps to enhance the content/structure of modules in the context of quality assurance processes.
Decision Making	Contribute to the development and implementation of strategy within the department.
Planning and Organising Resources	As module tutor/leader ensure student needs are met.
	Manage own projects.
	Contribute to the efficient management & administration of the department and/ or Faculty as required by the Head.
Sensory and Physical Demands	Balance pressure of teaching, scholarship and administration demands and competing deadlines.
Knowledge and Experience	Possess sufficient breadth or depth of specialty knowledge in the discipline to develop teaching & research programmes.
	Use a range of delivery techniques to enthuse and engage students.