

## JOB DESCRIPTION

<b>Title:</b>	Hourly Paid Lecturer in Innovation Management
<b>Vacancy Reference:</b>	00997
<b>Contract type/Hours/FTE:</b>	Hourly paid (contact teaching hours only)
<b>Grade/Salary:</b>	Grade 7 / £38.19 - £44.24 per hour
<b>Location:</b>	Swansea Waterfront Campus
<b>Reporting to:</b>	Head of I4.0 European Projects

## MAIN PURPOSE OF POST

The post holders will be located within the International Innovation Masters (IIM) project which is funded through the European Social Fund (ESF). IIM is one of a suite of EU funded projects which have been developed by the University of Wales Trinity Saint David (UWTSD). The project will operate within the West Wales and the Valleys programme area.

The post holders will have significant, well-developed knowledge and expertise of the capture and management of innovation within an international commercial or industrial setting. They will ideally have gained this expertise in a product development or advanced manufacturing environment. While maintaining a focus on the management of innovation processes, they will also be capable of providing insightful contributions across the whole of the Masters' framework, including the Industry 4.0 Advanced Manufacturing project.

Post holders need to be aware of the following:

- Teaching hours will vary depending on requirements of the project
- Post holders will be required to meet the needs of the project as required. This includes working to strict deadlines, providing all necessary assessment briefs, marking, and feedback as required
- Post holders will be required to adopt a flexible working pattern, as teaching will be scheduled throughout the week and could include some evening sessions
- Teaching is required at level 7 (MSc and MBA)

## MAIN DUTIES

- Offer teaching and student support at postgraduate level of study, either individually or as a member of a teaching team.
- Offer teaching in a variety of learning settings from seminar and small group tutorials to large lectures, workshops, placements and online, using appropriate and engaging teaching styles, within an established programme of study.
- Design and develop teaching materials (including online resources), assessment methods and criteria, for individual modules or modules within a specific subject area, with a clear awareness and understanding of relevant quality assurance requirements.

- Supervise the work of students in a timely, professional and supportive manner, providing necessary advice on study skills, research methods, assessment and dissertation work.
- Offer appropriate advice, feedback, support, and encouragement to students, in both an academic and personal tutor role, to ensure a high-quality student experience.
- Maintain relationships with the employers of the students.

### GENERAL DUTIES

- Discharge all relevant Health and Safety responsibilities
- Adhere to all relevant University policies and procedures
- Adapt to change and have an ability to acquire new and relevant skills and knowledge by taking appropriate responsibility for own personal and professional development
- Support and promote the University's sustainability commitment and carry out duties in an ethical and responsible manner
- Operate within the University's agreed Welsh Language Standards

**NB** This job description currently applies but duties may be allocated from time to time, which are appropriate to the grade and post and which are not of a substantial ongoing nature to affect the grading of the post.

### ROLE PROFILE

This post has been aligned to the HERA role profile of Lecturer, within the Academic Job Family.

PERSON SPECIFICATION		
	Essential	Desirable
<b>Education and qualifications</b>	a) An honours degree in a relevant discipline b) A postgraduate qualification in a relevant discipline, or appropriate industrial experience.	c) A PhD in a relevant discipline d) Membership of a relevant professional body or teaching qualification
<b>Experience, knowledge and skills</b>	e) Experience in teaching, delivery, assessment and student support at undergraduate and postgraduate level in relevant subject area f) Demonstrable understanding of innovation capture and management and commercialization of innovation g) Demonstrable ongoing commitment to professional enhancement, scholarship and/ or research and project work h) Effective organisational and personal management skills i) Good interpersonal and communication skills j) IT proficiency and experience of using e-resources including a willingness to teach by video-link, VLE, e-mail or website delivery	k) Experience in the design and development of module content l) Experience of supervising postgraduate and research students m) Experience of undertaking skills gaps or similar analysis in a business setting and advising on appropriate solutions n) Experience in industry or collaboration with industrial partners o) Ability to communicate through the medium of

		Welsh
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>p) Recognises the need for and demonstrates appropriate confidentiality</li> <li>q) Demonstrable commitment to team working</li> <li>r) Demonstrable commitment to equality and diversity in working practices</li> <li>s) Willingness to travel and work flexibly to meet role requirements</li> </ul>	

***It is in your own interest that you are explicit in your application about how you meet the stated criteria. You are encouraged to provide relevant and explicit examples, (obtained from the workplace, voluntary or community work or any other appropriate situation) so that the short-listing panel is able to clearly identify where your knowledge, and experience matches the criteria identified in the post.***