



# Aston University

Engineering & Applied Science

## **FURTHER PARTICULARS FOR THE ROLE**

**Job title: Lecturer in Computer Science**

**School of Engineering and Applied Science**

**Reference Number: R120192**

**Closing date: 16<sup>th</sup> September 2012**

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## **ROLE DESCRIPTION**

**Job Title:** Lecturer in Computer Science

**Job Purpose:** to contribute to, develop and enhance the research and teaching activities of Computer Science within the School of Engineering and Applied Science.

### **Duties and responsibilities:**

#### **Research**

- To pursue a research programme consistent with the research priorities of the School of Engineering and Applied Science that will make a significant impact by leading to an increase in knowledge and understanding of Computer Science and its applications.
- To publish the outcomes of research in outlets of international standing
- To secure external research funding to assist with research
- To supervise and manage research projects
- To supervise postgraduate students
- To collaborate in research initiatives with colleagues in and beyond the School of Engineering and Applied Science as appropriate

#### **Teaching**

- To contribute to teaching and on-going development of appropriate modules within Computer Science programmes
- To cooperate with colleagues in the continuous review and development of Programmes and the curriculum
- To be responsible for the design and content of specific areas of teaching and learning within the School's undergraduate and postgraduate Programmes
- To teach undergraduate and postgraduate students, and to carry out the associated examining processes
- To provide academic support and advice to undergraduate and postgraduate students
- To promote the use of a range of methods and techniques in teaching, learning and assessment
- To engage in the regular evaluation and development of modules for which the lecturer has responsibility, in terms of content, delivery and assessment

#### **Community Engagement**

- To be involved in activities to raise the regional profile of the Computer Science group
- To forge relationships with key local and international bodies
- To support, and (where applicable) to contribute to Computer Science's continuing professional development programme and activities.

#### **Other related activities and functions**

- To carry out specific (School) roles and functions as may be reasonably required
- To undertake such other duties as may be reasonably requested and that are commensurate with the nature and grade of the post.
- To diligently support quality assurance measures within the University (e.g. by reviewing delivered modules annually, setting and receiving student feedback questionnaires).
- To undertake such other duties as may be reasonably requested and that are commensurate with the nature and grade of the post.

## PERSON SPECIFICATION (Lecturer)

MOA = Method of assessment

Application Form (AF) Interview (I)

	ESSENTIAL	MOA
<b>Education/Qualifications</b>	<ul style="list-style-type: none"><li>• A degree or equivalent in Computer Science or a related field</li></ul>	AF
	<ul style="list-style-type: none"><li>• A PhD degree, or near completion, in Computer Science</li></ul>	AF
<b>Experience</b>	<ul style="list-style-type: none"><li>• Experience of initiating and conducting research to doctoral level</li></ul>	AF,I
	<ul style="list-style-type: none"><li>• Experience of publishing research outcomes</li></ul>	AF,I
<b>Aptitudes and Skills</b>	<ul style="list-style-type: none"><li>• Excellent writing and presentation skills</li></ul>	AF,I
	<ul style="list-style-type: none"><li>• Ability to work in a team</li></ul>	AF,I
	<ul style="list-style-type: none"><li>• Ability to develop a research programme and to publish in international journals</li></ul>	AF,I
	<ul style="list-style-type: none"><li>• Ability to secure research funds from external sources</li></ul>	AF,I
	<ul style="list-style-type: none"><li>• Ability to lecture to undergraduate and postgraduate students in relevant subjects</li></ul>	AF,I
	<ul style="list-style-type: none"><li>• Ability to take part in course and programme development</li></ul>	AF,I
	<ul style="list-style-type: none"><li>• Ability to provide tutorial and counselling advice to undergraduate and postgraduate students</li></ul>	AF,I
<b>Training and Development</b>	<ul style="list-style-type: none"><li>• A willingness to undertake further training as appropriate and to adopt new procedures as and when required</li></ul>	I
	<ul style="list-style-type: none"><li>• Willingness to complete a formal teaching qualification where no existing qualification is held</li></ul>	I
<b>Other</b>	<ul style="list-style-type: none"><li>• Commitment to observing the University's Equal Opportunity and safety policies at all times</li></ul>	I
	<ul style="list-style-type: none"><li>• Ability to attend the University as and when required for scheduled teaching, relevant meetings and student support.</li></ul>	I

	<b>DESIRABLE</b>	<b>MOA</b>
<b>Education/Qualifications</b>	<ul style="list-style-type: none"> <li>• Postgraduate Certificate in Teaching &amp; Learning in Higher Education, or equivalent qualification</li> </ul>	AF
	<ul style="list-style-type: none"> <li>• Membership of relevant professional body</li> </ul>	AF
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience in the supervision of Masters and doctoral students</li> </ul>	AF

## OUTLINE TERMS AND CONDITIONS OF THE APPOINTMENT

<i>Term of appointment:</i>	<p>Lecturers: The minimum period for which initial appointments are made is normally five years, with the possibility of transfer to continuing appointments.</p> <p>The appointment is at either Grade 8 (salary range for this grade is £31,948 - £35,938 per annum) or Grade 9 (salary range for this grade is £37,012 - £44,166 per annum). The level of appointment will be dependent upon academic qualifications and experience.</p>
<i>Holiday entitlement:</i>	30 days in addition to 13 days for Public and University holidays.
<i>Pension:</i>	Eligible staff are offered a defined benefit pension with the Universities Superannuation Scheme (USS).
<i>Research start up fund for new academics:</i>	Individuals who have not previously held an academic appointment are eligible for a research start-up fund of £10,000 if laboratory based and £5,000 otherwise (pro rata for part time), in accordance with the rules of the University's scheme. This fund must be spent on research activities and must be used within 18 months of starting the academic appointment at Aston University.
<i>Performance related pay:</i>	In addition to the basic salary, the University operates a PRP scheme. Awards are determined on an annual basis.
<i>Consultancy:</i>	<p>Academic staff (Lecturers, Senior Lecturers, Readers and Professors) are permitted to use up to 50 days per annum for consultancy activities provided that the University is safeguarded against conflicts of interest (including IPR), indemnified against financial risk, fairly reimbursed for the use of any University facilities and provided that the activities undertaken do not detract from the contributions to Aston for which he or she is being employed.</p> <p>The University's policy paper 'Consulting Policy at Aston', is made available to newly-appointed academic staff during their induction.</p>
<i>Qualifications:</i>	Successful candidates will be required to produce evidence of their qualifications upon joining the University.
<i>Teaching qualifications:</i>	It is the normal expectation that all teaching staff who are not able to satisfy the requirements of an advanced teaching qualification (such as the University's PG Certificate in Professional Practice (PGCPP)) on appointment should be able to do so within two years of appointment. This may be extended to four years in exceptional circumstances or where staff hold part-time posts.
<i>Relocation:</i>	Newly-appointed staff are required to establish their homes within reasonable daily travelling distance to and from the University. The

University operates a relocation scheme to assist newly-appointed staff in meeting this requirement. Full details of the relocation scheme are included with offers of appointment.

*Medical examination:*

It is a condition of appointment that newly-appointed staff receive medical clearance from the University's Health Centre.

*Eligibility to work in the UK:*

Candidates who are not citizens of the United Kingdom, or of another EEA member country, should ensure that they meet the requirements of one of the 5 tiers of the immigration points based system. Candidates should check their eligibility to enter or remain in the UK **in advance of making any job application** using the [points-based calculator](#) on the UK Border & Immigration Agency (UKBA) website. If you do not meet the minimum points requirement, you will not be able to work in the UK and any application for employment would be unsuccessful.

*Document checks:*

As a result of the implementation of sections 15 to 26 of the Immigration, Asylum and Nationality 2006 Act on 29 February 2008, the University requires all prospective and, in some cases, current employees, to provide documentation to verify their eligibility to work in the UK. Details of the documents accepted for clearance in the UK are attached in Appendix A. Further information about these requirements can be found on the UK Border Agency website [www.ind.homeoffice.gov.uk](http://www.ind.homeoffice.gov.uk).

Full details of the salary scales, terms and conditions of service and associated policies and procedures are available on the recruitment website.

## FURTHER ADVICE

Please contact Ian Nabney for an informal discussion about the post.

Email: [i.t.nabney@aston.ac.uk](mailto:i.t.nabney@aston.ac.uk)

If you would like information on the progress of your application, or advice on any aspect of the appointment process generally, or the terms and conditions of service, please do not hesitate to contact:

Catherine Evans	HR Advisor	+44 (0) 121 204 4596	<a href="mailto:c.m.evans@aston.ac.uk">c.m.evans@aston.ac.uk</a>
Nadine Ataya	HR Assistant	+44 (0) 121 204 4570	<a href="mailto:atayanf1@aston.ac.uk">atayanf1@aston.ac.uk</a>

## EQUAL OPPORTUNITIES STATEMENT

Aston University undertakes to promote equality and diversity within the University Community in all aspects of its work. Further, it aims to ensure through its admissions policies for students and its recruitment and selection processes for staff that it encourages applications from all groups represented in the wider community at a local, national and international level. The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against students or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career at Aston. For further details of policies and codes of practice on race, gender, disability, religion and belief, sexual orientation and age see:

<http://www.aston.ac.uk/staff/equalops/>

An Equal Opportunities Monitoring Form is included with the application form.

## DATA PROTECTION ACT 1998

Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which may be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes enabling the University to monitor the effectiveness of its Policy, Code of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.