

**Reference:** R200298

**Salary:** £33,797 to £40,322 per annum, Grade 8

**Contract Type:** Fixed Term (6 months)

**Basis:** Full-Time

**Closing Date:** 4 December 2020

**Interview Date:** TBC

## Teaching Associate in Electrical & Electronic Engineering



# Job description

## **Job Purpose:**

To contribute to, develop and enhance the teaching and scholarship activities in Electronic Engineering either independently or as part of a team, through professional practice and expertise.

## **Main Duties/Responsibilities:**

- To be responsible for the delivery of lecture and practical lab sessions on technical engineering modules.
- To carry out the associated assessment and examination processes using an appropriate range of assessment methods and techniques.
- To provide academic support and advice to undergraduate and postgraduate students.
- To contribute to the development of module content, delivery and assessment of modules.
- To ensure that all aspects of course delivery meet required standards and achieve learning objectives.
- To supervise dissertation and project work.
- To undertake an appropriate range of other responsibilities such as attending course committees, participating in quality assurance processes and engaging in promotional activities.
- To undertake special projects and act as a module leader as required by the Head of Department.
- To undertake training activities as required.

## **Additional responsibilities**

- Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
- Ensure and promote the personal health, safety and wellbeing of staff and students.
- Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

# Person specification

|                                     | Essential   | Method of assessment                         |
|-------------------------------------|---|--|
| <b>Education and qualifications</b> | <p>Degree in relevant subject discipline.</p> <p>Masters/Post Graduate Diploma in a relevant subject discipline or equivalent relevant professional qualification.</p>  | Application form                             |
| <b>Experience</b>                   | <p>Experience of delivery of both theoretical and practical teaching, or training material in a technical engineering environment.</p> <p>Experience of applying relevant analytical skills.</p> <p>Experience of using VLEs as a learning tool e.g. Blackboard.</p> <p>Experience of preparing and presenting information in a clear and concise way.</p>  | Application form, interview and presentation |
| <b>Aptitude and skills</b>          | <p>Excellent presentation skills.</p> <p>Up to date knowledge and expertise in discipline.</p> <p>Ability to communicate effectively in English.</p> <p>Ability to explain complex concepts and theories in a clear and understandable manner to a range of abilities.</p> <p>Good organisational skills including the ability to meet deadlines.</p> <p>Good IT Skills - including MS Office packages and internet use.</p> <p>Competence in the use of virtual learning environments such as Blackboard and proficiency in the use of online content delivery platforms such as Collaborate.</p> <p>Self-motivated.</p> | Application form, interview and presentation |
| <b>Other</b>                        | <p>Willingness to continually update skills and knowledge of learning technologies.</p> <p>A willingness to undertake further training as appropriate and to adopt new procedures as and when required.</p> <p>Ability to attend the University as and when required for student support.</p>   |  |

|                                     | Desirable  | Method of assessment                         |
|-------------------------------------|--|--|
| <b>Education and qualifications</b> | A doctorate or near completion of a doctorate in a relevant discipline.<br><br>Higher Education teaching experience.   | Application form                             |
| <b>Experience</b>                   | Experience applying learning and teaching techniques and methods or experience of applying theoretical knowledge in a relevant professional setting.<br><br>Experience in Embedded Systems and/or Digital Electronics. | Application form, interview and presentation |
| <b>Aptitude and skills</b>          | An understanding of issues affecting students.<br><br>Knowledge of e-learning facilities and techniques.   | Application form, interview and presentation |

## How to apply

You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>. Applications should be submitted by 23.59pm on the advertised closing date. All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted. If you require a manual application form then please contact the Recruitment Team via [jobs@aston.ac.uk](mailto:jobs@aston.ac.uk).

## Contact information

### Enquiries about the vacancy:

Name: Dr Paul Harper

Job Title: Head of Electronic, Electrical and Power Engineering

Tel: 0121 204 3525

Email: [p.harper@aston.ac.uk](mailto:p.harper@aston.ac.uk)

### Enquiries about the application process, shortlisting or interviews:

Recruitment Team via [jobs@aston.ac.uk](mailto:jobs@aston.ac.uk) or 0121 204 4500.

## Additional Information

Visit our website <https://www2.aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits  
Aston University staff enjoy

**Salary scales:** <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

**Benefits:** <https://www2.aston.ac.uk/staff-public/hr/Benefits-and-Rewards/index>

**Working in Birmingham:** <https://www2.aston.ac.uk/birmingham>

**Employment of Ex-Offenders:** Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

**Eligibility to work in the UK:** Candidates who are not citizens of the United Kingdom, or another EEA member country, should check their eligibility to enter or remain the UK in advance of making any job application via the UKVI website <https://www.gov.uk/browse/visas-immigration/work-visas>. Before applying you should ensure that you meet the requirements, including meeting the English language standards. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful

**Equal Opportunities:** Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage 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 student 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.

An Equal Opportunities Monitoring Form is included within the application form. 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, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

**Data Protection Act 1998:** Your personal data will be processed in compliance with the DPA and from 25 May 2018 with the GDPR. The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.aston.ac.uk/data-protection>. 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 will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Full details of our terms and conditions of service and associated policies and procedures are available online at <https://www2.aston.ac.uk/staff-public/hr/policy>



