| JOB DESCRIPTION AND PERSON SPECIFICATION | |
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| **Job Title**: Lecturer MA Service Experience Design and Innovation / School of Design | **Accountable to**: Course Leader/Programme Director |

| **Contract Length**: 1 year maternity cover (starting June) | **Hours per week/FTE**: 0.6 | **Weeks per year**: All |
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| **Salary**: £22,359 - £26,824 (0.6 pro rata to £37,265 - £44,708) | **Grade**: 5 |
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| **College/Service**: London College of Communication, School of Design | **Location**: Elephant and Castle |
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**Purpose of Role:**

- To undertake teaching, unit management, curriculum development and research within the subject specialism of Service Experience Design and Innovation.
- Be responsible for co-ordinating the curriculum delivery of units on postgraduate courses as determined by the Course Leader and/or Programme Director.
- Contribute to the development of Service Design, Service Experience and Design Innovation as a discipline in the curriculum through research, professional and/or scholarly practice and engage in the wider research and educational community of the School of Design.

**Duties and Responsibilities**

- Set, promote and maintain appropriate educational and professional standards of good practice in teaching, delivery and curriculum development of design and branding.
- To contribute to the development and delivery of the teaching programme at postgraduate and undergraduate level.
- Within the overall framework established by the Course Leader and/or Programme Director undertake unit-management responsibilities including lesson planning, teaching, curriculum development, assessment and associated administration.
- Undertake a teaching and assessment programme as agreed through the annual appraisal process.
- Deliver the curriculum and assessment requirements as outlined in the relevant validation documents.
- In conjunction with other members of the programme and relevant course leaders, manage the learning environment assigned for delivery so that it meets the needs of the curriculum.
- To make full use of all information and communication technologies in order to facilitate and enhance students' learning experiences and in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness.
- Maintain appropriate tutorial and assessment records for assigned groups of students.
- Organise and implement agreed tutorial arrangements for the designated group that are in line with University policies.
- Undertake assessment and student feedback activities for the designated courses and ensure student achievements are reported to the relevant Examination Boards.
- Keep up to date with latest developments in the subject area and maintain a professional level of expertise in relation to teaching and subject developments in the field.
- Support and extend the School's existing links with those in professional practice and related industries as appropriate to the development, maintenance and delivery of teaching programmes.
- Undertake research and scholarly activity and/or professional practice in a relevant discipline.
- Contribute to funded projects including sponsored activities and income generation, in particular bringing in project opportunities for the MA Service Experience Design and Innovation.
- Manage day-to-day student discipline for the designated group and conduct meets the standards set out within University policies, reporting issues to the relevant course leader if necessary.
- Participate in the annual appraisal process in line with University procedures.
- Contribute to annual programme/course monitoring reports in line with University and College requirements.
- Attend relevant Programme Committees and School Board of Studies and advise on developments and

issues relating to the courses/programmes you are working on.

- Attend and contribute to the course/programme team meetings and examination boards as required.
- To work with the academic team, contributing to curriculum development and the review and development of cross-disciplinary teaching strategies.
- Contribute to the recruitment and admissions process including interviewing applicants and covering the clearing period as required by Course Leader and/or Programme Director.
- Represent the Programme and School's interests and views at relevant College and/or University committees.
- Maintain appropriate course files to support Quality Reviews/Audits.
- Perform such duties consistent with your position as may from time to time be assigned to you anywhere within the University.
- Undertake health and safety duties and responsibilities appropriate to the post.
- Demonstrate commitment to the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work.
- To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities.
- Demonstrate commitment to your own development through effective use of the University's appraisal scheme and staff development process.
- To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations.

**Key Working Relationships**: Managers and other staff, and external partners, suppliers etc; with whom regular contact is required.

- Course Leader
- Programme Director
- Course Teams

**Specific Management Responsibilities**

**Budgets**: N/A

**Staff**: N/A

**Other** (e.g. accommodation; equipment): N/A

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Signed _____ Date of last review _____
　　　(Recruiting Manager)

**Job Title: 0.6 Lecturer MDes Service Design Innovation    Grade:5**

| Person Specification | |
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| Specialist Knowledge/ Qualifications | BA and Post-graduate qualification in a relevant specialist discipline, such as Service Design, Service Innovation, Experience Design, Design Innovation, Social Innovation, Design Management.<br><br>Postgraduate qualification in teaching (or commitment to undertake the appropriate training once in post).<br><br>Doctorate in relevant subject area is desired. |
| Relevant Experience | Current and innovative research or practice within the area of specialism. An internationally recognised research record is desired.<br><br>Substantial subject knowledge and expertise in the areas of Service Design, Service Experience and Innovation in order to contribute to the academic and professional development of this area of expertise within the University.<br><br>Experience in organising collaborative research and/or industry projects with students.<br><br>Experience of working in the service design industry, within the commercial and/or the public sector is desired.<br><br>Teaching experience at postgraduate level in Higher Education.<br><br>Experience of curriculum development and unit leadership in Higher Education is desired.<br><br>Awareness of contemporary subject debate and/or developments in Higher Education and in learning and teaching practices.<br><br>Peer esteem through membership of professional bodies or external examining roles is desired. |
| Communication Skills | Communicates effectively orally and in writing adapting the message for a diverse audience in an inclusive and accessible way. |

| | Uses appropriate levels of IT skills to enable best use of available information and communication to support learning and organisational effectiveness as necessary for the post. |
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| Leadership and Management | Motivates and leads a team effectively, setting clear objectives to manage performance. |
| Research, Teaching and Learning | Applies innovative approaches in teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity. |
| | Applies own research to develop learning and assessment practice. |
| Professional Practice | Contributes to advancing professional practice/research or scholarly activity in own area of specialism. |
| Planning and managing resources | Plans, prioritises and manages resources effectively to achieve long term objectives. |
| Teamwork | Works collaboratively in a team and where appropriate across or with different professional groups. . |
| Student experience or customer service | Builds and maintains positive relationships with students or customers. |
| Creativity, Innovation and Problem Solving | Suggests practical solutions to new or unique problems. |

**Last updated: May 2016**

The application form sets out a number of competence questions related to some of the following selection criteria. Shortlisting will be based on your responses to these questions. Please make sure you provide evidence to demonstrate clearly how you meet these criteria

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