



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Senior Teaching Fellow or Teaching Fellow in Engineering Management,
Faculty of Engineering & Physical Sciences



Salary: Grade 8 (£41,526 - £49,553 p.a.) or Grade 7 (£33,797 – £40,322 p.a.). Appointment to a specific grade will be dependent on experience.

Reference: EPSFO1009

Closing date: 5 January 2020

We will consider flexible working arrangements

Senior Teaching Fellow or Teaching Fellow Faculty of Engineering and Physical Sciences

Are you an experienced and ambitious teacher or practitioner looking for your next challenge? Do you have a background in Engineering Management and want to develop skills in Online Distance Learning and Blended Learning? Do you want to further your career in one of the UK's leading Universities?

You will play a key role in the development and delivery of the Faculty of Engineering and Physical Sciences' new portfolio of digital modules and programmes across the broad area of engineering management in the engineering and technology sector (this includes traditional management topics from an engineering perspective, as well as engineering project management and emerging areas such as sustainability and responsible innovation). The role will include development and delivery of courses for the University's recently-launched Online Distance Learning (ODL) MSc programme in Engineering Management as well as developing digital resources for MOOCs (massive open online courses) and blended learning in on-campus undergraduate and Masters programmes.

You will play an integral role in the development of new sector-leading online learning materials and contribute to the creation of a suite of online modules and programmes in areas relating to engineering management and enterprise. You will be supported by one of the UK's leading teams of experts in the creation and delivery of digital online resources, the Digital Education Service at Leeds.

You will have a PhD (or close to completion) or extensive relevant industrial experience in Engineering, or a closely allied discipline, with specific expertise in Engineering Management, with experience of teaching or training/mentoring in the broad area of engineering management.

What does the role entail?

As a Teaching Fellow at grade 7 your main duties will include:

- Curriculum development and pedagogy, working as one of the core members of the team developing and delivering a portfolio of digital and blended modules



and programmes, including the recently-launched Online Distance Learning MSc in Engineering Management;

- Working with the University's Digital Education Service to develop digital learning resources for modules across the area of engineering management, including engineering project management, business administration, enterprise and innovation;
- Working with programme leaders, other module leaders and support staff to develop and implement a consistent assessment strategy for the modules and programmes;
- Acting as module leader for modules in the engineering management and enterprise area, leading curriculum design, developing learning resources, supporting students, setting and marking assignments and ensuring students receive an outstanding educational experience;
- Working with colleagues across the University to facilitate development and delivery of modules in the management and enterprise disciplines for Engineering and Physical Sciences students;
- Developing other online teaching resources, across multiple platforms, as deemed necessary, in consultation with the Faculty Pro Dean for Student Education, Directors of Student Education and Programme Leader(s);
- Contributing to marketing, recruitment and other support activities for the modules and programmes in Engineering Management and related programmes, such as providing content for web pages, exhibitions, making recruitment trips;
- Providing support for residential programmes;
- Supervising and assessing project work, primarily for students studying online;
- Attending programme management and examination meetings, making an effective contribution to the development, delivery and assessment of the modules and programme(s). This will require working with other module staff, the Head of Digital Student Education, individual School Directors of Student Education and module and programme leader(s) to implement continual enhancement to the student experience;
- Where appropriate, contributing to the delivery and development of related campus-based undergraduate and postgraduate modules and project work;
- Acting as a personal and subject tutor, including pastoral care and supporting students across multiple time zones who are conducting online distance learning;
- Assessment of coursework and examinations, and quality assurance and enhancement including module and programme review;



- Contributing to Faculty policy and sharing best practice in teaching, including making a contribution to innovation in teaching, especially focused on online and blended learning through participation in events run by TALENT (Teaching And Learning in Engineering NeTwork), LITE (Leeds Institute for Teaching Excellence) and LEEN (Leeds Enterprise Educators Network), *inter alia*;
- Maintaining your own continuing professional development and acting as a mentor to less experienced colleagues as appropriate;
- Maintaining personal scholarly and research activity, contributing to research in a relevant area of engineering management.

In addition to the above, as a Senior Teaching Fellow at grade 8 your main duties will include:

- Demonstrating leadership and giving direction to the development of online distance learning within the Faculty, making a significant and sustained contribution to the design and development of new modules and programmes;
- Supervising colleagues where appropriate, supporting their professional development;
- Leading and developing relationships with industry and accrediting bodies, building relationships for future activities to benefit the University and its online distance learning programmes and blended-mode on-campus student education;
- Making significant scholarly contributions to reports and publications in the engineering education discipline as lead/senior author/major contributor;
- Leading and participating in developing new teaching innovations, including new and emerging technologies for online and blended learning, maintaining a personal trajectory in educational research and supporting the supervision of Masters and PhD students where appropriate;
- Providing externally-recognised expertise in the area of engineering management and making significant contributions to the UK community in online distance and blended learning, engaging with key networks and institutions;
- Where required, contributing effectively to the administrative processes and the committee structures of the Faculty, the Digital Education Service, and the wider University.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.



What will you bring to the role?

As a Teaching Fellow at Grade 7 you will have:

- A PhD (or close to completion) or extensive relevant industrial experience in Engineering, or a closely allied discipline, with specific expertise in Engineering Management;
- Experience of teaching or training/mentoring in the broad area of engineering management;
- Demonstrable skills to successfully manage a range of projects and activities, including capability to teach effectively, good time management and planning skills, and the ability to meet tight deadlines and work effectively under pressure;
- Excellent written, verbal and graphical communication skills;
- A proven ability work well both individually and in a team, using your initiative to manage competing demands effectively, responsibly and without close support;
- A strong commitment to your own continuous professional development.

In addition, the following criteria are also essential for appointment as a Senior Teaching Fellow at grade 8:

- Extensive experience of engineering management in a position of leadership, either in University education or Industry;
- Evidence of the ability to build and lead teams of people and develop effective relationships with external stakeholders such as Industrial partners and accrediting bodies;
- Evidence of standing in the academic or professional community, having made a significant contribution in the area of engineering management;
- The ability to motivate and engender enthusiasm in others, as evidenced for example in student feedback obtained from previous teaching experience or from a successful track record of mentoring graduate engineers in industry, with a passion for transferring knowledge and skills to students;
- Ability to lead pedagogical thinking and developments in the area of engineering management at a national or international level.



At both grades, you may also have:

- Experience of the development, delivery and assessment of online learning in the Higher Education environment;
- Relevant teaching and/or management qualifications;
- Experience in the assessment of student examinations or coursework, including quality assurance mechanisms;
- Experience of acting as a personal tutor.

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

Contact information

To explore the post further or for any queries you may have, please contact:

[Professor Ian Robertson](#), School of Electrical and Electronic Engineering
Email: i.d.robertson@leeds.ac.uk

Additional information

Faculty and School Information

Further information is available on the research and teaching activities of the [Faculty of Engineering & Physical Sciences](#).

A diverse workforce

The Schools in the Faculty of Engineering & Physical Sciences are proud to have been awarded the Athena SWAN [Bronze](#) or [Silver](#) Award from the Equality Challenge Unit, the national body that promotes equality in the higher education sector. Our [equality and inclusion webpage](#) provides more information.

Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.



Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

