

JOB DESCRIPTION

Job Title: Hourly Paid Lecturer (Graphic Design)
Job Ref: ACIHP3
Grade: Grade 7
Salary: Enhanced rate £51.75, Basic rate £20.70 per hour (including outer London weighting)
Hourly rates are on a scale depending on the type of activity, with teaching generally paid at the enhanced rate.

Reporting To: Head of Department

Overall Purpose:

- To operate effectively as part of a team of academic, technical and administrative colleagues
- To facilitate learning in the University to the highest quality through teaching, administration and advice work.
- To contribute to curriculum development and undertake scholarly activities.

Principal Duties:

- To contribute to teaching and learning at undergraduate and postgraduate levels and where appropriate on short/professional courses, through:
 - delivery of Modules through lectures, seminars, tutorials and other supervisory and coaching methods.
 - design, preparation and development of Module teaching materials.
 - assessing Modules which includes setting and marking assignments and examination papers and attending assessment boards.
- To contribute to the search for and development of innovative methods of teaching, learning and assessment as part of the University's learner-centred approach to education.
- To liaise closely with teaching, technical and administrative staff to ensure quality teaching.
- To give advice and guidance to students to support their academic progress through the University. This entails acquiring a broad understanding of the philosophy and operation of the academic structure, detailed understanding of the assessment regulations and procedures and some knowledge of the rules, content and operation of Subjects, Degrees and Modules in related subject areas.
- Contribute to and assist in the development of the curriculum and in Module, Subject and Degree revision and reform initiatives at Department, School and cross-School level.
- Assist others in the administration and management of Subjects and Degrees for which the post holder is involved.
- Undertake personal administrative work which includes filing, word processing, using the University databases.

Assignments Paid at Basic Rate

This rate is to be used when there is no additional work preparation, follow up or additional duties required, for example:

- Attendance at training events/courses/meetings as agreed with line manager & Boards of studies
- Escorting students on trips – except where this overlaps with scheduled teaching
- Assessment that is not part of the teaching assignment (e.g. Resit, different module etc.)
- Where attendance is required in relation to appeals, breaches of exam regulations etc.
- Demonstration where preparation is not required.

General

- Keep abreast of the post-holder's subject area; undertake continuous professional development and participate in staff development and training activities to update and enhance skills.
- Attend School, Subject, Degree, Module and University wide meeting and committees as appropriate.
- To carry out any other duties as are within the scope, spirit and purpose of the job as requested by the line manager.
- To actively follow Middlesex University policies including Equality & Diversity policies.
- As duties and responsibilities change, the job description will be reviewed and amended in consultation with the post-holder.

Hours: As contracted by Head of Department. Claims to be made monthly on PAFIS (the University HR/Finance system)

Duties: All duties above will be dependent on the terms of your individual assignment and will be confirmed by the Head of Department.

Leave: Accrued based on hours worked. For each hour worked you will accrue 0.214 hrs annual leave, an allowance that takes account of Bank Holidays & University Days

Flexibility: Please note that given the need for flexibility in order to meet the changing requirements of the University, the duties and location of this post and the role of the post-holder may be changed after consultation.

We value diversity and strive to create a fairer, more equitable work environment for our staff and students.

We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff diversity networks, campus facilities and services to support staff from different backgrounds.

The post holder should actively follow Middlesex University policies and procedures and maintain an awareness and observation of Fire and Health & Safety Regulations.

PERSON SPECIFICATION

Job Title: Hourly Paid Lecturer in Graphic Design

Knowledge, Skills and Experience

Essential requirements:

- E.1 A relevant postgraduate (or equivalent) qualification in Graphic Design, and/or relevant professional experience.
- E.2 Knowledge and experience of current graphic design practice with a focus on one or more of the following:
 - Branding,
 - Digital design
 - Social design and design for sustainability
 - design for music
 - User Interface (UI) and User Experience UX
 - Environmental design
- E.3 A commitment to ensuring a high quality of student experience
- E.4 Reliable, flexible and conscientious
- E.5 Ability to use own initiative
- E.6 Excellent communication skills, both written and verbal
- E.7 Knowledge of standard Adobe software applications.
- E.8 Good interpersonal and presentation skills
- E.9 Ability to work in a team and interact constructively with students and staff
- E.10 Good negotiation and consultancy skills
- E.11 Demonstrable commitment to fairness and the principles of equality and inclusion
- E.12 An awareness of sustainability, ethics and inclusive design practices.

Desirable requirements:

- D.1 Research or consultancy experience and publications record
- D.2 A Postgraduate Certification in Higher Education (HE)
- D.3 Ability to work in a range of varying cultural environments
- D.4 Experience of working in a variety of HE contexts
- D.5 Experience in the development of Resource-based or Distance Learning material
- D.6 Experience of curriculum development
- D.7 Teaching experience in a Higher Education establishment

No Parking at Hendon campus: There are no parking facilities for new staff joining our Hendon campus, except for Blue Badge holders. If you are applying for a post at our Hendon Campus please ensure you can commute without using a car.

Information on public transport to Hendon can be found here:
<https://www.mdx.ac.uk/get-in-touch/directions-london>