

Job Description

Job Title: Hourly Paid Lecturer in UI UX and Digital Product
Job Ref: ACIHP24
Grade: Grade 7
Campus: Hendon
Salary: Hourly rate (incl. Outer London Weighting)
specific hours as per contract

- Enhanced rate £59.33 per hour
- Basic rate £23.73 per hour

Reporting To: Head of Design and Creative Practice

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.

PERSON SPECIFICATION

Job Title: Hourly Paid Academic in UI UX Design and Digital Product

Job Ref: ACIHP24

Knowledge, Skills and Experience

Essential:

- Appropriate postgraduate qualification or significant professional experience in UX, UI, digital product design or a related discipline.
- Professional experience in UX, UI or digital product design, including the design, development or evaluation of digital products, services or platforms.
- A commitment to ensuring a high quality of student experience
- Ability to translate contemporary industry practice and workplace challenges into engaging learning experiences, assessment activities and student project work.
- Professional, reliable and self-motivated, with the ability to use initiative and manage responsibilities effectively.
- Excellent communication, presentation and interpersonal skills, with the ability to work collaboratively with colleagues and engage and support students from diverse backgrounds.
- Current knowledge of industry-standard tools, platforms and workflows and emerging AI technologies relevant to UX and digital product design.
- Demonstrable commitment to equality, diversity and inclusion, with an awareness of ethical, sustainable and inclusive design practices.

Desirable:

- Experience teaching at undergraduate and/or postgraduate level.
- Experience working within multidisciplinary product, design or innovation teams.
- Experience supporting learners undertaking work-based learning, professional practice, degree apprenticeships or employer-sponsored projects.
- A Postgraduate Certification in Higher Education (HE)
- Experience of curriculum development, assessment design or online learning.

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.

Middlesex University is working towards equality of opportunity. Flexible working applications (including part-time working) will be considered.

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>

To apply please submit a CV (using the University's template) and a covering letter explaining how you meet the requirements of this role (as set out in the person specification of the Job Description) and send them to ACI Faculty Ops Team via ACIFacultyOps@mdx.ac.uk, copying in Claire Lewis, Director of Programmes for Graphics, Illustration & Media, via email at c.x.lewis@mdx.ac.uk