



**Cardiff
Metropolitan
University**

**Prifysgol
Metropolitan
Caerdydd**

Job Title:	Lecturer in Product Design and Electronics
Location:	Cardiff School of Art and Design
Department:	Department of Product Design
Hours:	37 hours per week
Tenure:	Permanent
Grade:	7 A/B
Salary:	£40,322 - £45,361 per annum
Accountable to:	Dean of School

This job description is indicative, not prescriptive, and the balance of duties will be in accordance with the contract of employment.

Role Summary:

This is a key post that will contribute to the ambitions of the University's Strategic Plan 2017/18 – 2022/23.

The post holder will be teaching in the BA, BSc and MSc Product Design programmes, as well as contributing to cross School modules as part of Cardiff School of Art and Design's unique curriculum.

The post holder would be contributing to collaborative inter-disciplinary projects in research, innovation and teaching and would be expected to contribute to the research and scholarship environment of the School and the University in the discipline area of Product/Industrial Design, Embedded Electronics and Programming in an Art and Design context.



ROLE PROFILE

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Principal Duties and Responsibilities:

Supervise undergraduate, postgraduate and research students

Teaching and learning support

- Design teaching materials and deliver either across a range of modules or within a given subject area.
- Design and maintain virtual learning content and environments
- Use appropriate teaching, learning support and assessment methods.
- Supervise student projects, and/or e.g. field trips and, where appropriate, placements.
- Identify areas where current provision is in need of revision or improvement
- Contribute to the planning, design and development of objectives and materials, and module lead projects.
- Set, mark and assess work and examinations and provide feedback to students.

Research and scholarship

- Lead research and/or innovation proposals and projects with the potential to generate income, to manage project deliverables, deliver outputs and secure impact.
- Work with university stakeholders to identify sources of research funding and lead the process of securing funds.
- Manage the delivery of individual and/or collaborative research projects to time and on budget.
- Apply knowledge acquired from research and innovation as well as scholarship to learning and teaching, and appropriate external activities
- Lead the production and dissemination of research outputs
- Lead the design and production of peer-reviewed publications and/or practitioner outputs, and/or disseminate research findings using other appropriate media.
- Make presentations at local, national and international academic and/or practitioner conferences or exhibit work in other appropriate events.
- Supervise research degree students to ensure timely completion and/or undertake the duties of Director of Studies for research degree students to manage timely completion.

Communication

- Routinely communicate complex and conceptual ideas.

Liaison and networking

- Participate in and help develop internal and external networks for the benefit of Cardiff Metropolitan University in the areas of teaching and research.

Managing people

- Mentor colleagues with less experience and advise on personal development.
- Depending on the area of work, could be expected to supervise the work of others.

Teamwork

- Act as a responsible team member, leading where agreed, and develop productive working relationships with other members of staff.
- Collaborate with colleagues to identify and respond to students' needs.

Pastoral care

- Could be expected to act as a module tutor.
- Be responsible for the pastoral care of students within a specified area.
- Deal with standard problems and help colleagues resolve their concerns about progress in research.

Initiative, problem-solving and decision-making

- Assess, interpret and evaluate outcomes of research.
- Identify the need for developing the content or structure of modules with colleagues and make proposals on how this should be achieved.
- Develop ideas promoting the subject and/or research areas.
e.g. Develop ideas and find ways of disseminating and applying the results of research and scholarship.
- e.g. responsibility for the design and delivery of own modules and assessment methods.
- e.g. Collaborate with colleagues on the implementation of assessment procedures.
- e.g. Advise others on strategic issues such as student recruitment and marketing.
- e.g. Contribute to the accreditation of courses and quality control processes.

Planning and managing resources

- As module leader or tutor, co-ordinate with others (such as support staff or academic colleagues) to ensure student needs and expectations are met.
- Manage projects relating to own area of work.
- Participating in developing ideas for generating income.

Sensory, physical and emotional demands.

- Balance the pressures of teaching and administrative demands and competing deadlines.

Work environment

- Within the context of Cardiff Metropolitan University's H&S policy, depending on area of work and level of training received, may be

expected to conduct risk assessment and take responsibility for the health and safety of others.

Expertise

- Possess sufficient breadth or depth of specialist knowledge in the discipline to develop teaching and/or research programmes and the provision of learning support.
- Use a range of delivery techniques.

Standard Notification

These guidelines are provided to assist you in the performance of your contract. The university is a dynamic organisation; therefore changes may be required from time to time. Any changes will be made in consultation with the post-holder. The Summary of Duties and Responsibilities is not intended to be an exhaustive list of tasks performed. Other associated technical tasks are likely to be performed as directed by the line manager.

It is accepted that individual staff will have a specialist skills and knowledge base in relation to the role they have been appointed to. In addition to this, Cardiff Metropolitan University expects that all staff will contribute to the vision and ethos of the university and conduct themselves in a professional, courteous and student/customer focused manner at all times. All staff should have particular regard for their responsibilities under Cardiff Metropolitan University's Equalities, Financial, Environmental and Sustainability, Human Resources and Health and Safety policies and procedures.



PERSON SPECIFICATION

Post: Lecturer in Product Design and Electronics

Unit/School: Cardiff School of Art and Design

*Key

A - Application form
I - Interview
T -Test

FACTORS	ESSENTIAL AND DESIRABLE CRITERIA	ASSESSED BY		
		A*	I*	T*
Education and Qualifications (Essential)	A good honours degree	X		
	Ability to achieve Fellow Status as part of the Higher Education Academy's Professional Recognition scheme, within a 3-year period.	X	X	
Education and Qualifications (Desirable)	Fellow Status as part of the Higher Education Academy's Professional Recognition scheme.	X		
	Membership of a professional body	X		
	An earned doctoral level qualification	X		
Knowledge (Essential)	A good level of knowledge relevant to the subject and professional area.	X	X	
	Evidence of undertaking continuous professional development (CPD).	X		
	A sound understanding of pedagogy	X		
	A sound understanding of research/innovation and scholarly activity	X	X	
	A sound knowledge of: <ul style="list-style-type: none"> • Product Design • Design for Manufacture • User/Human-Centred Design process • Computer Aided Design • Sustainability in Design • Applied electronic principles in Product Design • Electronics including Micro Controllers and Micro Processors • Embedded electronics and programming • Design Engineering 	X	X	X

Knowledge (Desirable)	Evidence of engagement with research/innovation	X		
	A sound knowledge of Solid Works	X	X	
Skills and Abilities relating to role (Essential)	Ability to develop teaching and / or research programmes and the provision of learning support.	X	X	X
	Ability to design teaching and learning material.	X		
	Ability to employ appropriate assessment methods.	X	X	X
	Ability to support the development of research objectives, projects or proposals.	X	X	
	Ability to employ appropriate methods for disseminating research findings.	X		
	Ability to contribute to the achievement of the School Development Plan and the development of other school activities.		X	
	Ability to undertake administrative duties in an accurate and timely fashion.	X		
	Ability to plan workloads and projects and manage resources effectively.	X	X	
	Ability to identify areas for improvement and to use initiative and problem-solving skills to improve performance.		X	X
	Ability to take responsibility for a number of key areas such as module tutor, research supervision at undergraduate level.	X		
	Ability to communicate and disseminate complex and conceptual ideas in a variety of ways – presentations at conferences reports on findings, publications, feedback etc		X	X
	Ability to develop productive working relationships as part of a professional team		X	
	Ability to work collaboratively on research projects through the development of appropriate partnerships		X	
	Ability to develop digital virtual learning content	X	X	
	Ability to work with external industry and civic partners in order to develop the curriculum	X	X	

Skills and Abilities relating to role (Desirable)	Able to engage in cross-disciplinary initiatives in teaching and research		X	
	Able to initiate and develop new initiatives in teaching, research and innovation		X	
Experience paid / unpaid (Essential)	Experience of teaching or equivalent	X		
	Experience of research or equivalent	X		
	Experience of attracting or generating funds/income through a variety of sources.	X	X	
	Experience of working with others in a supervisory / guiding / supporting / mentoring capacity.	X		
	Experience of working in the design and/or manufacturing industry	X		
Experience paid / unpaid (Desirable)	Experience of teaching and research in Higher Education.	X		
	Research degree supervision experience	X		
Other Requirements (Essential)	Ability to demonstrate a commitment to Equality and Diversity, Health and Safety, Quality Standards.		X	
Other Requirements (Desirable)	Ability to speak Welsh	X		