

## THE POST

<b>College:</b>	<b>College of Social Sciences and International Studies</b>
<b>Post:</b>	<b>Associate Lecturer (Education and Scholarship) in Data Analysis</b>
<b>Reference No:</b>	<b>P60277</b>
<b>Grade:</b>	<b>E</b>
<b>HERA:</b>	<b>ATF</b>
<b>Reporting To:</b>	<b>Professor Susan Banducci</b>

The above full time (FTE1) post is available from 1<sup>st</sup> November 2017 to 31<sup>st</sup> March 2020 in the College of Social Science and International Studies.

### Job Description

#### Main purpose of the job:

You will have responsibility for supporting the design, development and production of teaching and learning material and the delivery to students as a Pathway in Data Analytics additional to their programme of study. You will work with **Hidden Talent in Devon (HTiD) at the University of Exeter Q-Step Centre** to ensure the efficient and effective delivery of teaching programmes in accordance with the College's education strategy and implementing the External Affairs strategy. You will also contribute directly to foundation teaching in one or more of the disciplinary areas in the College and to the development and implementation of innovative teaching practices across the College.

#### Main duties and accountabilities:

1. In partnership with the Q-Step Centre, to design and implement a new Pathway in Data Analytics
2. Teach in a variety of settings from small group tutorials to large lectures, ensuring content, methods of delivery and learning materials meet the defined learning objectives for individual teaching sessions specifically within the HTiD programme.
3. Develop own teaching materials, methods and approaches.
4. Supervise the work of students, provide advice on study skills and help them with learning problems.
5. Set and mark assignments and set examination questions as well as assessing the work and progress of students by reference to defined criteria and provide constructive feedback to students.
6. Seek ways of improving performance by reflecting on teaching design and delivery and obtaining and analysing feedback.
7. Supervise students' projects under guidance and supervision.
8. To liaise with the Work placements Officer and Project Administrator to support the development of a network of work placement providers
9. To work with the Project Administrator to promote the scheme to students, and work to ensure all targets of the programme are achieved.

#### Liaison and Networking

The post holder will build internal contacts and participate in internal networks for the exchange of information and to form relationships for future collaboration and join appropriate external networks to share information and ideas.

#### Managing people

Manage own teaching, scholarly and administrative activities and supervise students' fieldwork and placements.

### Initiative, problem-solving and decision-making

1. Deal with problems which may affect the delivery of own teaching and contribute to decisions affecting the work of the team in the Q-step Centre.
2. Develop initiative, creativity and judgement in applying appropriate approaches to teaching and learning support and scholarly activities.
3. Share responsibility in deciding how to deliver academic content and assess students.
4. Contribute to collaborative decision making with colleagues on academic content, and on the assessment of students' work.

### Planning and managing resources

1. Plan own day-to-day activity within the framework of the agreed programme.
2. Co-ordinate own work with that of others to avoid conflict or duplication of effort.
3. Contribute to the planning of teaching programmes.
4. Use teaching resources and facilities as appropriate.
5. Plan and manage own teaching and tutorials.

'This post is part of the Hidden talent in Devon Project, funded by the European Social Fund to deliver higher-level skills, inclusion and local economic growth. The post-holder will be required to adhere to relevant guidance and regulations governing the delivery of the European Social Fund.

This job description summarises the main duties and accountabilities of the post and is not comprehensive: the post-holder may be required to undertake other duties of similar level and responsibility. Please visit the Human Resources website to view the Associate Lecturer (Education and Scholarship) role profiles <http://www.exeter.ac.uk/staff/employment/academicroles/youteach/roleprofiles/>

### Person Specification

<b>Competency</b>	<b>Essential</b>	<b>Desirable</b>
Attainments/Qualifications	The successful applicant will possess a depth or breadth of specialist knowledge demonstrated by completion or nearly completion of a PhD or equivalent qualification of the core knowledge relating to data analytics in order to teach and support learning on HTiD Programmes.	
Skills and Understanding	Possess and maintain sufficient breadth or depth of specialist knowledge in data analytics, statistical software and quantitative methods to work within established teaching programmes.	
Prior Experience	Evidence of successful engagement with undergraduate students	Experience of undergraduate teaching
Behavioural Characteristics	Excellent written and verbal communication skills. Able to communicate material of a specialist or highly technical nature. Able to liaise with colleagues and students. Able to build contacts and participate in internal and external networks for the exchange of information and collaboration.	

	<p>Able to identify potential sources of funding.</p> <p>Engage in continuous professional development.</p> <p>Be able to engage the interest and enthusiasm of students and inspire them to learn.</p> <p>Develop familiarity with a variety of strategies to promote and assess learning.</p> <p>Understand equal opportunity issues as they may impact on academic content and issues relating to student need.</p>	
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**Informal Enquiries**

Before submitting an application, you may wish to discuss the post further by contacting Dr Katharine Boyd, Senior Lecturer in Quantitative Criminology, telephone 01392 725644 or email [K.Boyd@exeter.ac.uk](mailto:K.Boyd@exeter.ac.uk).

**Terms & Conditions**

Our Terms and Conditions of Employment can be viewed [here](#).

**Further Information**

Please see our [website](#) for further information on working at the University of Exeter.