Human Resource and Talent Management Section

University of Seychelles

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Campus: Anse Royale and Mont Fleuri

FACULTY	
Post title:	SENIOR LECTURER
Reports to:	HEAD OF DEPARTMENT (HOD) → DEAN
Academic qualification:	• PhD or Masters in specialised field of study
Professional experience:	• 7 years post-qualifying relevant experience. • Must be an experienced academic trainer • Where it can be demonstrated that equivalent core knowledge has been gained from practice **a PhD will be desirable** • In depth understanding of own specialism to enable the development of new knowledge and understanding within the field. • External recognition as a scholar, teacher and/ or practice based professional • Knowledge of higher education and ability to use a range of delivery techniques to enthuse and engage students • Experience of teaching curriculum development and quality management and enhancement in a Higher Education environment. • Experience of managing a team and/or functions in a busy environment with conflicting priorities. • Experience of managing research projects, teams, and preferably experience of acting as a principal investigator/researcher. • Evidence of high-quality publications or other outputs in research or practice. •
Additional Criteria (Skills & Abilities)	• Aptitude for original research; • Ability to lead research teams • Aptitude for teaching; • Excellent oral and written communication skills • Confidence in presenting information to an audience and fielding questions • Ability to work as part of a team • High quality leadership skills; Organisational and supervisory skills • Ability to analyse and solve problems; Capacity to bid for projects. • Able to communicate complex and conceptual ideas to a range of groups • Able to participate in and develop external networks. • Able to identify potential sources of funding. • A strategic thinker • Able to demonstrate independent and self-managing work styles. • Able to plan and prioritise workload and that of others • Able to demonstrate strong student-centric approach to ways of working and commitment to high quality standards

Job Purpose

The post holder develops, manages and monitors postgraduate and undergraduate programmes. This includes associated operational administration, curriculum development and quality management and enhancement (including accreditation by relevant professional institutions where appropriate). S/he works with the Dean(s) and Heads of Department to ensure the efficient and effective delivery of teaching programmes in accordance with the University strategy, policy and procedures, undertakes research activity and engages in Consultancy.

Main Duties and Responsibilities

Students learning experience

1. Responsible for managing taught programmes, including oversight of day-to-day operational processes (e.g. timetabling, assessment, examination systems) and programme accreditation processes
2. Ensures that programme design and delivery comply with the quality standards and regulations of the University
3. Contributes to the development of academic processes across the institution
4. Contributes to the development of learning and teaching strategies
5. Teaches a range of materials
6. Develops and applies innovative and appropriate teaching techniques and material which create interest, understanding and enthusiasm amongst students
7. Oversees the monitoring of student progress and provide advice and guidance to personal tutors and students as appropriate

Research, enterprise and scholarship

1. Undertakes and contributes to research, conducting individual research or collaborating with others
2. Conducts individual or collaborative scholarly projects
3. Leads collaborative research and / or enterprise activity producing high quality outputs with demonstrable impact, in particular influencing leading edge practice
4. Engages in knowledge generation, knowledge exchange and knowledge transfer activities
5. Identifies sources of funding and contribute to the process of securing funds for own research or scholarly projects
6. Be aware and informed of developments in higher education relevant to the development of learning and teaching and research strategies within the Faculty and University

Managing people and resources

1. Provides academic leadership to those working within programme areas, for example by agreeing work plans to ensure that programmes are delivered effectively or organising the work of a team by agreeing objectives and work plans
2. Contributes to the development of teams and individuals through the individual performance review process and providing advice on personal development
3. Contributes to the overall management of the Faculty in areas such as resource management, business and programme planning. Be responsible for setting standards and monitoring progress against agreed criteria for area of responsibility
4. Be involved in Faculty level strategic planning and contribute to the University's strategic planning process
5. Plans and delivers consultancy or similar programmes and ensures that resources are available
6. Undertakes line management responsibilities as required

Pastoral care

1. Undertakes personal tutoring
2. Oversees the monitoring of student progress and provides advice and guidance to personal tutors and students as appropriate, including oversight of the needs of students with special requirements and processes pertaining to mitigating circumstances
3. Appreciates the needs of individual students and their circumstances and assists them in accessing University support
4. Deals with referred issues for students on own programmes and provides first line support for colleagues dealing with student matters, referring them to sources of further help if required

Liaison and networking

1. Leads and develops internal networks, for example by chairing and participating in University committees or working groups
2. Acts as an external examiner to other institutions and provides professional advice as appropriate
3. Leads and develops external networks, for example with external examiners and assessors
4. Develop links with external contacts such as other educational bodies, employers and professional bodies to foster collaboration
5. Undertakes international visits in order to establish partnerships, teaches at partner institutions or act as Link-Tutor
6. Actively collaborates within the University and externally on relevant research projects

Academic administration

1. Be responsible for quality, audit and other external assessments in own areas of responsibility
2. Takes responsibility for programme accreditation processes
3. Ensures that operational processes such as timetabling, assessment and examinations are managed

Other Duties

1. **Teaching, Learning and Assessment**
   Delivery
   i. Maximum and Minimum **no. of hrs to be decided separately**
   ii. Submits Attendance Sheet to HOD every month (proof of delivery hours)
   iii. Reports regularly to the HOD on student matters and academic activities
   iv. Provides students with a relevant and stimulating range of learning opportunities and experiences within the subject area, consistent with the programme overall objectives.
   v. Keeps abreast of international developments within the academic discipline and/or professional practice of the subject area and share this knowledge to shape curricular content, design and delivery
   vi. Implements new innovative methods in preparation
   vii. Uses multimedia to offer a more diversified teaching
   viii. Includes a mixture of theory and practical in sessions
   ix. Develops and produces appropriate learning materials
   x. Submits course delivery/ teaching plan to HoD 2 weeks after the first session and the course module at the end of the course

   Teaching levels
   i. Workshops, Short courses, Certificate to Masters levels
   ii. PhD holder to participate in PhD tutorials

   Assessment
   i. Sets (as per UniSey standard) and marks (according to agreed marking scheme with HoD) exams for modules and items taught
   ii. Submits 1 copy of exam paper and marking scheme to HoD
   iii. Marks student dissertation
   iv. Provides feedback to students as per Assessment Policy
   v. Submits results with comments on deadline given by HOD
   vi. Moderates exams within area(s) of expertise
   vii. Performs Assessment Board Duties as required
   viii. Enters required information/data on the approved MIS

   Tutorials, mentoring and pastoral care
   i. Conducts at least 1 tutorial session per student per academic year
   ii. Ensures UniSey Tutorial Sheet is completed and signed by students after each tutorial session
   iii. Allocates specific time for tutorials on weekly timetable
   iv. Submits regular reports on students' progress to HoD
   v. Participates in peer review activities
   vi. Advises, mentors and supports both students and the less experienced colleagues
   vii. Supports students on academic, career and personal development matters

Supervision

i. Supervises student projects and completes UniSey Project Supervision Sheet as per Department / Faculty / UniSey requirements
ii. Supervises students on internship/WBE and completes UniSey Internship Supervision Sheet as per Department / Faculty / UniSey requirements

2. Curriculum development

i. Be responsible for the design of own courses and assessment methods
ii. Participates in the development and validation of new programmes/courses
iii. Collaborates with colleagues on the implementation of assessment procedures and reviews student progress and retention
iv. Tackles issues affecting the quality of delivery within scope of own level of responsibility, referring more serious matters to others, as appropriate

3. Research and innovation

i. Acts as Team member or leader on at least 1 research project per academic year
ii. Undertakes at least 1 research initiative every 2 years
iii. Participates in and / or leads research in response to UniSey and the country's national development
iv. Applies / bids for research funding
v. Develops research networks that could benefit UniSey
vi. Participates in a group or writes alone at least 2 published papers in a 3-year time frame

4. Quality assurance and enhancement

i. Be committed to and plays a significant part in the total quality management of the subject area.
ii. Participates in assessment and evaluation of curriculum design and the quality of teaching and learning provided by subject staff
iii. Makes contributions of appropriate quality to programmes being prepared for review and/or validation
iv. Supports the University Quality Management processes

5. General duties and responsibilities

i. Contributes to the recruitment and selection of students at open days and other recruitment and marketing events
ii. Attends meetings and conferences as required
iii. Participates in consultancy projects
iv. Conducts Training Needs Analysis for Customised products
v. Develops and implements new workshops
vi. Participates in social activities, or builds relationships for future activities
vii. Works within and actively supports the Strategic Plan of the Department and Faculty
viii. Participates in the preparation of departmental budgets and associated reports
ix. Collaborates with regard to the formulation of course timetable
x. Promotes excellent working atmosphere within the Department and Faculty
xi. Promotes and adheres to the University health and safety strategy
xii. Supports, promotes and adheres to the University policy of total inclusion, fairness and diversity
xiii. Engages at institutional level in communication, workshops, regional and national activities/ committees, professionalism, etc.

Professional Development

1. Responsible for continuing self-initiated professional development
2. Participates in University staff development initiatives
3. Attends training programmes as identified and agreed for appropriate development
4. Engages in professional development activities as required.

Expectations of all staff

Professional standards
All staff employed by the University are expected to exhibit high professional standards which promote and demonstrate the University's core values of Excellence, People Focused, Partnership Working, Fairness and Integrity.

Equal opportunities
All staff are expected to understand and enact the University's commitment to ensuring equality and diversity in all activities.

Dignity at work
Every member of staff has a responsibility to ensure colleagues are treated with dignity and respect. The University is committed to creating a work environment for all staff that is free from harassment, intimidation and any other forms of bullying at work, where everyone is treated with dignity, respect and professional courtesy.

Health and Safety
The arrangements for meeting the University's health and safety objectives are contained in the UniSey's Health and Safety Policy. This includes the responsibilities of key staff and procedures covering the main activities of the University. All staff are expected to take reasonable care of themselves and those that may be affected by their actions.

Dress code
The University does not operate a formal dress code for its employees, other than for those who are provided with uniform and/or protective clothing. However, employees must ensure that their dress is professional, reasonably smart and appropriate for the situation in which they are working. All staff should ensure that they present a professional image and one that reflects sensitivity to customer perceptions. This may reflect their ethnicity and lifestyle, but should not be provocative or cause offence to those with whom they have contact.

Staff Full Name:	Signature:	Date:
Line Manager Full Name:	Signature:	Date: