

## Candidate Information

<b>Position:</b>	Lecturer/Senior Lecturer (Education) - Legal Studies
<b>School/Department:</b>	Inst of Professional Legal Studies
<b>Reference:</b>	20/108376
<b>Closing Date:</b>	Monday 5 October 2020
<b>Salary:</b>	£36,914 to £60,905 per annum.
<b>Anticipated Interview Date:</b>	Thursday 22 October 2020

### Job Purpose:

To undertake significant teaching at postgraduate level and to develop a comprehensive portfolio of Continuing Professional Development (CPD) courses to be delivered at IPLS.

### MAJOR DUTIES

#### Teaching:

1. Design, deliver and develop teaching and assessment activities within IPLS including lectures, coursework, practical exercises and setting and marking formal examinations and assessment of the work and progress of IPLS trainees by reference to appropriate criteria and provide constructive feedback to trainees in Property Law and Practice Parts 1 and 2, Conveyancing and Property Litigation and such other modules as required by the Director.
2. Develop approaches to teaching and learning which are appropriate for vocational legal training and which reflect developing practice and teaching and learning activities of IPLS by pursuing new and innovative teaching and contribute to the enhancement of quality teaching within the Institute.
3. Seek ways of improving performance by reflecting on teaching design and delivery and obtaining and analysing feedback. Maintain and develop teaching and subject expertise.
4. Manage major teaching administrative functions including quality enhancement (Senior Lecturer).

#### CPD Development and Delivery:

5. Develop and deliver as appropriate a comprehensive portfolio of CPD courses (to include face to face, blended and online delivery) for delivery to the legal profession and others.
6. Manage all aspects of the CPD programme and ensure appropriate levels of income generation as agreed with the Director.

#### Skills Based Competitions:

7. Organise and develop participation by IPLS trainees in national and international skills based competitions liaising with outside bodies and international participants where appropriate.
8. Select and coach trainees to participate in national and international skills based competitions and attend national and international skills based competitions as team coach.
9. Assist in the preparation of the Admissions Test.

#### Planning and Organising:

1. Plan and manage own teaching and assessment and activities as agreed with the Director.
2. Co-ordinate with others (such as support staff or academic colleagues) to ensure trainee needs and expectations are met.
3. Design/update modules in line with IPLS teaching strategy and developments in legal practice.
4. Plan for the use of teaching resources as appropriate including the use of external tutors.
5. Manage projects relating to own area of work.
6. Contribute to the management of quality, audit and other internal/external assessments (Senior Lecturer (Education)). Be involved in strategic planning for the Institute (Senior Lecturer (Education)).

**Resource Management Responsibilities:**

1. Manage own teaching and administrative demands under general supervision of Director.
2. Manage use of resources for teaching.
3. Participate in judgements regarding the use of resources within Institute.
4. Act as an adviser for trainees and mentor for less experienced colleagues.
5. Provide academic leadership, develop and manage staff and resources in support of major teaching and administrative duties and contribute to the overall management of the Institute (Senior Lecturer (Education)).

**Internal and External Relationships:**

1. Maintain links with relevant professional body.
2. Be a member of the Examinations Board and such committees relevant to their administrative duties.
3. Collaborate with other staff within the Institute and the University.
4. Participate in and develop networks, for example to market IPLS, generate income, obtain consultancy projects, or build relationships for future activities. Lead and develop internal and external networks (Senior Lecturer (Education)).
5. Debate nationally about policy methods and practices through publications, conference activity and roles that advance quality (Senior Lecturer (Education)).

**Essential Criteria:**

1. Minimum of 2:1 degree in Law or equivalent.
2. Qualified as a Solicitor/Barrister in Northern Ireland.
3. Must be in good standing with the relevant professional body.
4. At least five years post-qualification experience as a Solicitor/Barrister.
5. Experience in the practice of conveyancing within the past 5 years.
6. Evidence of successfully managing and leading significant developments in teaching (Senior Lecturer (Education)).
7. Relevant teaching experience at third level (Lecturer (Education)).
8. Significant experience and established reputation of teaching and designing courses at undergraduate and/or postgraduate level in higher education (Senior Lecturer (Education)).
9. Record of good student evaluations and / or teaching awards (Senior Lecturer (Education)).
10. Ability to contribute to broader management and administrative processes (Lecturer (Education)).
11. Experience in managing staff and/or resources and of leading activities which contribute to the reputation or development of the organisation (Senior Lecturer (Education)).
12. Experience of productive external collaboration (Senior Lecturer (Education)).
13. Experience of involvement in continuous professional development courses.
14. Good organisational skills with the ability to work on own initiative.
15. Good communication skills with the ability to impart complex information concisely and clearly.
16. Effective interpersonal skills to liaise with trainees and colleagues.
17. Ability to encourage commitment to learn in others.
18. Prepared to travel and work overseas.

**Desirable Criteria:**

1. PGCHET (or equivalent) with HEA membership.
2. Track record on the development of funding sources and attracting significant funds (Senior Lecturer (Education)).
3. Programme of continuous professional development established.