

Knowledge Exchange Fellow in Safety and Risk Management

Department	Centre for Lifelong Learning (www.strath.ac.uk/cll/)		
Faculty	Faculty of Humanities and Social Sciences (www.strath.ac.uk/humanities/)		
Staff Category	Knowledge Exchange	Reference No	53943
Reports To	Head of Centre	Grade:	8
Salary Range:	£39,324 - £48,327	Contract Type:	Open Contract
FTE:	1 (35 hours/week)	Closing Date	Sunday, 8 January 2017

Job Advert

The Centre for Lifelong Learning delivers a successful, IOSH-accredited online Masters programme in Safety and Risk Management. It is seeking an experienced health and safety professional, with some teaching/academic experience to act as Course Leader for this programme as well as to develop courses for wider markets both domestic and overseas. The role presents a fantastic opportunity to build on an established and well-respected course through programme development and increased recruitment as well as taking new CPD products to market. The post would be ideal for someone with considerable safety and risk experience, a strong academic CV and the ability to think commercially and creatively.

Job Description

Brief Outline of Job:

To manage the delivery of the Masters programme in Safety and Risk Management and to work with CLL's Business Development Officer to increase student numbers. In addition, to realise the scope for growth in this area of work through the development and launch of new courses, CPD and the re-launch of the PgCert in Safety and Risk Management Leadership. The successful candidate will be expected to work towards taking courses to market and generating income through these activities, hence commercial understanding is required. A priority is to raise the profile of CLL's Safety and Risk Programmes across the University and to harness the opportunities which exist to collaborate and engage with academic staff to promote Safety & Risk more widely. In addition, the postholder will manage a team of part-time tutors, ensure delivery of strategic objectives, engage in relevant teaching activities and carry out administrative tasks as assigned by the Head of Centre.

Main Activities/Responsibilities:

1.	Course Leader for the online Masters Programme in Safety and Risk Management (SRM) including the PgCert, PgDip and MSc routes of study (approx. 60 students annually) including quality assurance.
2.	Development of programme content to reflect current trends and legislation in the field of safety and risk and ensure the programme reflects industry requirements and maintains its professional accreditation (IOSH).
3.	Work closely with CLL's Business Development Officer and the Faculty Marketing and Communications Team to increase recruitment both domestic and overseas on existing postgraduate SRM course in line with set targets.
4.	Prioritise the development of audiences (domestic and overseas) and recruitment to the delivery of the online PgCert in Safety and Risk Management Leadership.
4.	Lead on collaborative working across the University to build new working relationships which develop CLL's Safety

	and Risk portfolio to be of interest to other Faculties. This includes chairing CLL's SRM Research Advisory Group.
5.	Manage a team of part-time tutors (15) who deliver the Masters programme via the University's virtual learning environment, Myplace including providing support and guidance, delivering training as required and chairing regular tutor meetings.
6.	Represent the programme at trade events/conferences and build links with the public and private sector to identify their safety training needs and supply appropriate solutions via CLL's portfolio. Nurture and expand relationships with professional bodies (e.g. IOSH).
7.	Engage in continuous professional development.

Person Specification

Educational and/or Professional Qualifications

(E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)

E1 Good honours degree and equivalent professional experience or PhD in an appropriate discipline;

E2 Membership of relevant Chartered/professional bodies (for example CIOH);

Experience

E3 Experience in the field of Safety and Risk which is applicable to the postgraduate programme content;

E4 Established personal track record in project delivery;

D1 Demonstrable track record in developing knowledge exchange proposals and playing a leading role in attracting external funding;

E5 Some experience of teaching / delivery of training at undergraduate and/or postgraduate levels and/or to professional audiences;

D2 Evidence of published research/scholarly activity demonstrating insight into the sector;

D3 Experience of student assessment activities and online learning;

Job Related Skills and Achievements

E6 Sufficient knowledge and skills to be able to establish and maintain a network of relevant contacts, and ensure credibility within external partnerships;

E7 Ability to plan and organise knowledge exchange programmes, and to pull together teams of academic, professional staff and others as appropriate, to ensure project delivery for the client and benefits to the University;

E8 Ability to work constructively within a team environment and to lead teams;

Personal Attributes

D4 Excellent IT skills and an understanding of digital marketing;

E9 Excellent interpersonal and communication skills, with the ability to listen, engage and persuade.

Application Procedure

Applicants are required to complete an application form including the name of three referees who will be contacted before interview without further permission, unless you indicate that you would prefer otherwise. Applicants should also submit a Curriculum Vitae and a covering letter detailing the knowledge, skills and experience you think make you the right candidate for the job. Applicants should also complete the Equal Opportunities Monitoring Form.

Other Information

Further information on the application process and working at Strathclyde can be found on our website (<http://www.strath.ac.uk/hr/workforus>).

Informal enquiries about the post can be directed to Alix McDonald, Head of Centre (alix.mcdonald@strath.ac.uk or 0141-548 4314).

Conditions of Employment

Conditions of employment relating to Teaching Staff can be found here: [Conditions of Employment](#).

Pre-employment health screening

An offer of appointment will be subject to a medical assessment by Occupational Health. An individual who accepts an offer of employment must complete a confidential medical questionnaire and forward it to the Occupational Health Nurse within 5 days of receipt. If further information is required the individual may be contacted by the OHN or a Medical Advisor and a personal appointment with the individual may be arranged. An unconditional contract of employment will not be issued until Human Resources receives confirmation that applicant is fit to undertake the duties of the post.

Probation

Where applicable, the successful applicant will be required to serve a 12 month probationary period.

Pension

The successful applicant will be eligible to join the Universities' Superannuation Scheme. Further information regarding this scheme is available from [Payroll and Pensions](#).

Relocation

Where applicable, the University offers a relocation package to support new employees who meet the eligibility criteria. The relocation package is offered as a contribution towards costs incurred, and is designed to be flexible, allowing staff to use the financial support available in the way that will be most helpful to them. Further details are outlined in the Relocation Policy.

Interviews

Formal interviews for this post will be held on Friday, 27 January 2017.

Equality and Diversity

We value diversity and welcome applications from all sections of the community.

The University currently holds a Bronze Athena SWAN award, recognising our commitment to advancing women's careers in science, technology, engineering, maths and medicine (STEMM) employment in academia.

