

# Senior /Principal Teaching Fellow in Scots Criminal Law

School	Law ( <a href="http://www.strath.ac.uk/humanities/lawschool/">www.strath.ac.uk/humanities/lawschool/</a> )		
Faculty	Faculty of Humanities and Social Sciences ( <a href="http://www.strath.ac.uk/humanities/">www.strath.ac.uk/humanities/</a> )		
Staff Category	Teaching	Reference No	203362
Reports To	Head of School	Grade:	9/10
Salary Range:	£51,630 - £58,089 Senior Teaching Fellow £59,828 - £63,463 Principal Teaching Fellow	Contract Type:	Open Contract
FTE:	1 (35 hours/week)	Closing Date	28/04/2019

## Job Advert

For over 50 years the University of Strathclyde Law School has been educating lawyers who want to make a difference to today's world. We focus on learning with impact and want our students not only to have the best classroom based experience but to learn how to deal with real clients in a rapidly changing world. Our research has similarly been rated best in Scotland for intensity and our staff are among the top experts in their fields.

Due to our rapid growth trajectory and ambitions for the future, we are seeking a range of talented individuals to augment our current staffing profile. One of our key strategic areas for appointment is in Scots Criminal Law.

The appointee will lead the design, development and delivery of a range of teaching programmes, and will manage teaching teams, providing leadership, support and guidance to colleagues. They will also lead scholarship activities with impact appropriate to appointment grade.

Candidates should have a PhD (or equivalent professional experience) in an appropriate discipline, and have a sustained track record of teaching at undergraduate and postgraduate levels. Candidates should also have experience of leading curriculum development and be able to demonstrate a sustained track record of appropriate scholarship activities. Proven staff, budget and project management skills are also required.

For this role, the appointment grade will be dependent on the skills and experience of the candidate.

## Job Description – Senior Teaching Fellow

### Brief Outline of Job:

To lead the design, development and delivery of a range of teaching programmes and undertake student assessment activities; to lead scholarship, professional and knowledge exchange activities; and to carry out senior administrative tasks assigned by the Head of School.

### Main Activities/Responsibilities:

1.	Lead and manage the design, development and delivery of a range of teaching programmes at undergraduate and postgraduate levels, including leading curriculum review and enhancement activities, in a manner that supports a research-informed approach to student learning.
2.	Design and manage processes in relation to student assessment, examination and feedback activities.

3.	Lead individual and collaborative scholarship activities with confirmed national impact, developing and producing learning resources and strategies and disseminate results through publication in professional journals, textbooks and/or presentation at external conferences as appropriate to the discipline.
4.	Manage teaching teams and provide leadership for the teaching area, providing leadership, support and guidance to colleagues and supervising students as appropriate.
5.	Lead the development and submission of proposals to secure funding for teaching development activities
6.	Lead the development of knowledge exchange activities by, for example, establishing educational links with industry and influencing public policy and the professions.
7.	Carry out School, Faculty and/or University senior administrative and management functions, for example by convening or participating in relevant committees.
8.	Contribute to the strategic development of the School through, for example, developing new educational strategies and/or courses and by anticipating and planning for new directions for themselves and teaching teams.
9.	Contribute to cognate research activities by providing specialist input based on professional expertise, experience and qualifications/registration.
10.	Engage in continuous professional development, which may include establishing, in a developing capacity, a personal portfolio of research activity.

## Person Specification – Senior Teaching Fellow

### 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 PhD (or equivalent professional experience) in appropriate discipline.

D1 Membership of relevant Chartered/professional bodies (including the Higher Education Academy).

### Experience

E2 A sustained track record of teaching at undergraduate and postgraduate level and of developing and managing teaching programmes, demonstrating standards of excellence and a growing national reputation.

E3 Experience of undertaking and co-ordinating student assessment activities.

E4 Experience of leading curriculum development activities, evidenced by the development of new/novel teaching materials, methods and/or programmes.

### Job Related Skills and Achievements

E5 Sustained track record of scholarship activities with impact on national educational strategies, programmes or methods, including contributions to regional/national/international professional/practitioner publications and conferences.

E6 Proven track record of securing funding for teaching, scholarship and/or knowledge exchange activities.

E7 Ability to play a senior role within a team environment and motivate and manage staff, with experience of leading teams of less experienced staff and students.

D2 Proven staff, budget and project management skills.

D3 Track record in knowledge exchange related activities.

### Personal Attributes

E8 Excellent interpersonal and communication skills, with the ability to listen, engage and persuade, and to present complex information in an accessible way to a range of audiences

## Job Description – Principal Teaching Fellow

### Brief Outline of Job:

To lead a large and varied team in the design, development and delivery of a broad range of teaching programmes and student assessment activities; to lead scholarship, professional and knowledge exchange activities, including substantial contributions to the discipline at national/international levels; and to carry out senior administrative tasks assigned by the Head of School or Dean.

## Main Activities/Responsibilities:

1.	Lead and manage a large and varied team in the design, development and delivery of a broad range of teaching programmes at undergraduate and postgraduate levels, including leading and overseeing assessment and curriculum review and enhancement activities, in a manner that supports a research-informed approach to student learning.
2.	Set appropriate educational standards across and within teaching programmes, establishing mechanisms to monitor quality and working with teaching teams to identifying and implement opportunities for enhancement and innovation.
3.	Lead individual and collaborative scholarship activities with national and international impact, developing and producing learning resources and strategies and disseminate results through publication in professional journals, textbooks and/or presentation at external conferences as appropriate to the discipline.
4.	Manage a large and varied teaching team, providing leadership, support and guidance to colleagues as appropriate and co-ordinating the input of others in establishing future directions for educational activities.
5.	Lead the development and submission of proposals to secure funding for teaching development activities and support and guide other team members establishing their own leadership in this area.
6.	Lead the development of knowledge exchange activities by, for example, establishing educational links with industry and influencing public policy and the professions, and support and guide other team members establishing their own leadership in this area.
7.	Carry out School, Faculty and/or University senior administrative and management functions, for example by undertaking a management role within a School and/or convening and participating in relevant committees (including at a University-wide level).
8.	Play a leading role in the strategic development of the School through, for example, developing new educational strategies and/or courses and by anticipating and planning for new directions for themselves and teaching teams.
9.	Contribute to cognate research activities by providing specialist input based on professional expertise, experience and qualifications/registration.
10.	Engage in continuous professional development, which may include establishing, in a developing capacity, a personal portfolio of research activity.

## Person Specification – Principal Teaching Fellow

### Educational and/or Professional Qualifications

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

E9 Good honours degree and PhD (or equivalent professional experience) in appropriate discipline.

D4 Membership of relevant Chartered/professional bodies (including the Higher Education Academy).

### Experience

E10 A sustained track record of teaching and assessment at undergraduate and postgraduate levels and of developing and managing large teaching programmes, demonstrating standards of excellence and an established national and growing international reputation.

E11 Experience of managing large teaching programmes and varied teaching teams.

E12 Experience of leading curriculum development activities with national and international impact, evidenced by the development of new/novel teaching materials, methods and programmes which are influential externally.

E13 Sustained track record of scholarship activities with impact on national and international educational strategies, programmes or methods, including contributions to regional/national/international professional/practitioner publications and conferences.

E14 Sustained track record of securing funding for teaching, scholarship and/or knowledge exchange activities.

D5 Track record in knowledge exchange related activities.

### Job Related Skills and Achievements

E15 Ability to make a strategic contribution and play a senior and leading role within a team environment.

E16 Proven staff, budget and project management skills.

D6 Established links with industry, learned societies, government and/or relevant Chartered/professional bodies.

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## Personal Attributes

E17 Excellent interpersonal and communication skills, with the ability to listen, engage and persuade, and to present complex information in an accessible way to a range of audiences

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## Application Procedure

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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

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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 Claire McDiarmid, Head of School ([claire.mcdiarmid@strath.ac.uk](mailto:claire.mcdiarmid@strath.ac.uk)).

### Rewards and Benefits

Our staff have access to a wide range of outstanding benefits that include financial rewards, family friendly and wellbeing benefits and career development opportunities, details of which can be found [here](#).

### Conditions of Employment

Conditions of employment relating to the Teaching staff category can be found at: [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.

### 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.

### University Values

The University's Values capture what we're all about: who we are, what we believe in and what we stand for. [Our Values](#) have been derived from how we act and how we expect to be treated as part of Strathclyde.



# Conditions of Employment

## Teaching Staff

### 1. GENERAL CONDITIONS

Members of staff are subject to the Charter and Statutes and the Ordinances and Regulations of the University, published in the Calendar, and to any amendments or additions thereto approved by the University Court and, in the case of the Charter and Statutes, the Privy Council. Staff are also expected to familiarise themselves with, and adhere to, general University policies and procedures, as published on University web pages.

The University Court recognises Strathclyde Universities and Colleges Union (SUCU) as the sole body with which it will negotiate and consult on all collective issues concerned with the terms and conditions of employment of Teaching Staff. Such terms and conditions may be varied by the University Court after negotiation and consultation with UCU.

Each member of staff is responsible for the proper performance of allocated duties to the person or persons specified in the member of staff's letter of appointment and any accompanying papers.

The University is committed to ensuring that its business is conducted in an open and transparent manner and will take all appropriate steps to address risks of bribery or corruption. Members of staff are required at all times to act honestly and with integrity and to safeguard the resources for which they are responsible. The University has in place a robust Public Interest Disclosure (Whistleblowing) Policy to enable concerns to be brought to its attention. This is available at [www.strath.ac.uk/publicinterestdisclosure](http://www.strath.ac.uk/publicinterestdisclosure). Other relevant policies, e.g. Fraud Prevention and Conflicts of Interests, can also be found on the University's website.

Any member of staff may at any time be exposed to commercially sensitive information, information related to potentially valuable intellectual property or information which may otherwise be of a confidential nature. This information, which could be found anywhere in the University, may be written or disclosed orally, can include information of a commercial or technical nature, and may be owned by the University or by third parties. The University requires all employees to keep any such information confidential in the first instance and not disclose, publish or otherwise disseminate it without prior consent of the University. Such confidentiality obligations are commonplace and in the commercial interests of the University. When in doubt advice should always be sought from Research and Knowledge Exchange Services prior to disclosure.

The University operates probationary periods for new staff, the duration of which will be specified in individual letters of appointment. The normal probation period for posts in this staff category is 9 months for those at grades 6 and 7, and 12 months for grades 8 and above. Further guidance on probationary procedures is published at <http://www.strath.ac.uk/staff/policies/hr/>.

Further guidance on probationary procedures is published at [www.strath.ac.uk/hr](http://www.strath.ac.uk/hr).

Further information on the terms and conditions specified in this document and other staffing policies and procedures can also be found at [www.strath.ac.uk/hr](http://www.strath.ac.uk/hr).

### 2. SALARY

Appointments are made at an appropriate salary point on the University's grading structure, with initial placing determined according to qualifications and experience. Increments are paid to staff on 1 April each year, when the employee has a minimum of 6 full months of service, allowing progression to the next point on the salary scale until the top guaranteed point of the scale is reached.

Salaries are paid directly to staff members nominated bank account, normally on the second last working day of the month.

### 3. HOURS OF WORK

The standard working week is 35 hours, performed between the normal hours of 09.00 to 17.00 Monday to Friday with a one hour lunch break. Work outwith these hours may be necessary for which no additional payment will be made. Certain members of staff may be required to work some hours outwith this normal pattern and this should be agreed locally.

### 4. HOLIDAYS

Annual leave entitlement is 31 days per year to be taken by agreement with the line manager. For staff members working on a part-time basis, holidays will be calculated on a pro-rata basis.

In addition to annual leave there is an entitlement to eleven public holidays per year which should be taken on days that the University is closed for this purpose. The University presently closes for four additional days over the Christmas and New Year period. **These additional days count against the annual leave entitlement.**

For staff members working on a part-time basis, public holiday entitlement will be calculated on a pro-rata basis.

Annual leave and public holiday entitlements should be taken in the leave year to which they relate. Up to five days leave can be carried forward into the new leave year subject to line management agreement. In exceptional circumstances, Heads of Department/School/equivalent may approve carry forward of accrued annual leave in excess of five days.

The University's expectation is that staff take all accrued holidays prior to their termination date. If staff have exceeded their entitlement the University will deduct an equivalent number of days pay from final salary payments.

### 5. SICKNESS ABSENCE

During any period of absence through illness or injury provided the appropriate notification and certification procedures have been followed the University will pay a member of staff (having taken account of the aggregate of all periods of absence due to illness during the twelve months immediately preceding the first day of the current absence) as follows:

Period of Continuous Employment at start of absence from work	Full Pay	Half Pay
Less than 1 year	1 month	1 month
1 year but less than 2 years	2 months	2 months
2 years but less than 3 years	4 months	4 months
3 years but less than 5 years	5 months	5 months
5 years or more	6 months	6 months

In order to manage the University's sick pay scheme the University requires to maintain sickness absence records on individual members of

staff. When making payments after the expiry of statutory sick pay the University will deduct an amount equivalent to any benefit normally payable by the Department of Work and Pensions. For full details on the general University policy in this area please refer to the Sickness Absence Management Policy at [www.strath.ac.uk/staff/policies/hr](http://www.strath.ac.uk/staff/policies/hr)

## 6. PENSIONS

New members of staff, aged under 75, will be admitted automatically to membership of the Universities Superannuation Scheme (USS) on taking up appointment. If you are already in receipt of a USS pension you will join USS in accordance with pension auto-enrolment regulations. USS requires a contribution from the member, currently 8 per cent of pensionable salary. A contribution, currently 18 per cent of pensionable salary, is paid by the University. From 1 April 2016 all members are part of the career revalued benefits scheme called the USS Retirement Income Builder. From 1 October 2016 a threshold, initially of £55,000 a year, will apply to the maximum salary that counts towards the USS Retirement Income Builder. From the same date a new defined contribution section of the scheme called USS Investment Builder will open and any contributions above the threshold will be invested in this section. The exception to automatic membership of the pension scheme applies if your post is located out with the UK in an EU member state. If this is the case membership of USS is not available to you.

New members of staff may opt out of USS within three months of taking up appointment and will then be treated as if they had never been a member of the scheme. After three months members of staff who wish to withdraw from USS during their employment will be required to give a minimum of 28 days' notice in writing to the University. Any member of staff who wishes to opt out should contact the Pensions Section, Finance, in the first instance ([pensions@strath.ac.uk](mailto:pensions@strath.ac.uk)). Please note that if you are a member of Pensions Plus and withdraw from USS with less than two years of membership, or cease employment with the University and have less than two years of USS membership, the option of a refund of pension contributions will not be available to you. Instead, USS must provide you with a pension benefit that is payable from your retirement date.

The University reserves the right to alter or withdraw Pensions Plus as it sees fit or as required to comply with legislative changes. Withdrawal or amendment of Pensions Plus will not affect your membership of USS. If you do not wish to participate in Pensions Plus but wish to remain in the pension scheme please contact the Pensions Team who will provide you with a non-participation form.

Information regarding pension scheme membership can be found on the Pensions pages of the University's website. Full information regarding USS can be found on the USS website – [www.uss.co.uk](http://www.uss.co.uk)

## 7. PLACE OF WORK AND RESIDENCE

Members of staff will be based on the John Anderson Campus, unless otherwise stated in the letter of appointment. The Department/School in which the post is initially placed will be specified in the letter of appointment although there will be an expectation to work at such other places as required in the course of employment.

If the need arises for members of staff to work outside the UK for a period (or periods) of more than one month then such arrangements will be subject to mutual agreement. Members of staff would then be provided with a statement in advance setting out the terms covering such periods of employment.

The University does not normally place specific restrictions upon the place of residence of members of staff. All staff are, however, expected to reside in a location which is compatible with the satisfactory fulfilment of all the duties associated with their appointment.

## 8. CONSULTANCY/FURTHER ACTIVITIES

To support the strategic objectives of the University and to facilitate individual professional development, the University encourages staff to engage in professional activities with outside bodies related to their field of work. In many cases, such activity will be approved on the basis that

it represents University knowledge exchange activity and should therefore be treated as part of the individual's overall workload and managed through the University's systems. It is also recognised that there will be some cases where an activity is entirely separate from the University and should thus be notified/approved as a personal business activity. For further information please refer to the "University Procedure in relation to Work for Outside Bodies including Consultancies", which forms part of the employment contract and can be accessed at [www.strath.ac.uk/hr](http://www.strath.ac.uk/hr)

## 9. DISCIPLINARY AND GRIEVANCE PROCEDURES

Further information on the University's disciplinary and grievance procedure can also be found at [www.strath.ac.uk/hr](http://www.strath.ac.uk/hr) or on request from Human Resources.

## 10. NOTICE AND TERMINATION

The employment of a member of staff is terminable by at least three months' notice, in writing, on either side, except during the probationary period when notice is one month. If notice is being given by a member of staff earlier release may be granted if this can be arranged without detriment to the work of the department or area. If the appointment is for a fixed term period it will expire at the end of the period without the necessity for notice. Fixed term contracts may be terminated by either party short of the expiry date by the serving of one month's notice in writing. The University is not obliged to continue a fixed term appointment beyond the specified employment period.

Revised April 2016