

# Job Description



Job Evaluation Code	7347
---------------------	------

Job Title	Lecturer- Teaching and Research
School/Department/College	
Job Grade	6
Career Pathway	Academic

## Organisation Chart

<i>Insert Org Chart if available</i>	
Post Responsible To	Line manager/Archaeology and Conservation Section Head
Posts Responsible For	

## Main function (one or two sentences)

To deliver research-led teaching at both undergraduate and postgraduate level in the field of Conservation and contribute to the research record of the School through commitment to carrying out research leading to the publishing research. To pursue excellence in research, teaching and enterprise and to inspire others to do the same.

## Main Duties and Responsibilities (six to twelve bullet points including clinical duties where appropriate)

<p>Research</p> <ul style="list-style-type: none"><li>To conduct research within Conservation and contribute to the overall research performance of the School and University by the production of measurable outputs including bidding for funding, publishing in national academic journals, conferences and/or other research outputs, and the recruitment and supervision of postgraduate research students.</li><li>To develop research objectives and proposals for own or joint research including research funding proposals</li><li>To give conference/seminar papers at a local and national level</li><li>To participate in School research activities.</li></ul> <p>Teaching</p> <ul style="list-style-type: none"><li>To design and deliver teaching programmes for courses and contribute to module development as part of a module team</li><li>To carry out other forms of scholarship including work associated with examinations (setting and marking paper and providing constructive feedback to students), administration, participation in committee work, and the pastoral care of students of Cardiff University</li><li>To inspire undergraduate and postgraduate students under the guidance of a mentor / module leader and develop skills in assessment methods and in providing constructive feedback to students.</li><li>To supervise the work of students including the supervision of Undergraduate and Master's students and the co-supervision of PGR's</li><li>To act as a Personal Tutor and provide pastoral support to students</li></ul> <p>Other</p>
---

- To engage effectively with industrial, commercial and public sector organisations, professional institutions, other academic institutions etc., regionally and nationally to raise awareness of the School's profile, to cultivate strategically valuable alliances, and to pursue opportunities for collaboration across a range of activities. These activities are expected to contribute to the School and the enhancement of its regional and national profile.
- To undergo personal and professional development that is appropriate to and which will enhance performance in the role of Lecturer.
- To participate in School administration and activities to promote the School and its work to the wider University and the outside world
- Any other duties not included above, but consistent with the role.

**Scope of Job** (e.g. headcount of team, internal/external impact, budgetary control)

--

**Person Specification**

Essential Criteria (maximum of 10)

Qualifications and Education

1. Postgraduate degree at PhD level in a related subject area or relevant industrial experience

Knowledge, Skills and Experience

2. An established expertise and proven portfolio of research and/or relevant industrial experience within the following research fields:
  - Practical conservation of archaeological and historic artefacts
  - The structure, decay and conservation of metal, inorganic and organic artefacts
  - The organic chemistry of conservation materials
  - The application of instrumental analysis techniques to the characterisation of heritage materials
  - Management of the museum environment for the preservation of collections
3. Teaching experience at undergraduate/postgraduate level
4. Knowledge of current status of research in specialist field
5. Proven ability to publish in national journals and/or other research outputs
6. Proven ability to be successful in competitive research funding
7. Ability to contribute to the delivery and continued development of modules across the Schools teaching programmes

Pastoral, Communication and Team Working

8. Proven ability in effective and persuasive communication
9. The ability to provide appropriate pastoral support to students, appreciate the needs of individual students and their circumstances and to act as a personal tutor

Desirable Criteria (if appropriate)

10. Relevant professional qualification(s).

11. Evidence of collaborations with industry.
12. Proven ability to work without close supervision
13. Proven ability to adapt to the changing requirements of the Higher Education community.
14. Evidence of ability to participate in and develop both internal and external networks and utilise them to enhance the teaching and research activities of the School.
15. A willingness to take responsibility for academically related administration.

**Additional Information**