

## University Teachers

### *In Digital Design*

Job Ref: REQ240895

As part of the University's ongoing commitment to redeployment, please note that these vacancies may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

The School of Design and Creative Arts is seeking new colleagues to undertake a dedicated teaching and scholarship role in the area of Digital Design, supporting teaching across UX, Service Design and Graphic Design. Expertise in UX and UI design, digital design for graphic communication, service design or in digital product design, is a must. This is an intensive teaching post that will deliver a variety of skills, knowledge and practice in support of project briefs and assessment tasks to significant student numbers. The post holder will work closely with Academic and Technical staff in developing high quality pedagogic approaches in facilitating the taught programmes, and to ensure outcomes of high standard.

The School of Design and Creative Arts delivers digital design across a breadth of programmes including the BA Graphic Design and BA Design, and across the masters offers in UX, Service Design and Graphic Design & Visualisation. Programmes actively engage with industry via external projects, industry links, live projects and student competitions and seek to emphasise the real-world impact design can have. Programmes rank amongst the best in the country. Fashion and Textiles, Product Design and Graphic Design in the School of Design and Creative Arts at Loughborough University rank 1st in the Guardian University Guide 2023. Art and Design at Loughborough University ranks 2nd in the Times Good University Guide 2023, and the Complete University Guide 2023. Results of the 2021 Research Excellence Framework show that 100% of Loughborough University's research impact in Art and Design is now rated as 'world-leading' or 'internationally excellent'.

### Job Description

**Job Grade:** Specialist and Supporting Academic Grade 7

**Fixed-term contract** 2 x 1.0 fte until July 2025, available to job share

#### Job Purpose:

The post holder will be expected to contribute to teaching on existing and future Undergraduate and Postgraduate modules. This will include developing and delivering lectures, tutorial sessions, practical workshops, group-working with students and other staff, engaging in assessment, and providing feedback to students. The post holder will be expected to engage with external audiences and professional organisations in support of subject, programme, school and university initiatives relating to taught delivery and admissions.

The post holder will work with Academic and Technical staff to develop practical, conceptual and theoretical approaches to delivering core aspects of Digital Design.

Under the Teaching and Scholarship Contract, the Postholder will undertake teaching and enterprise activities.

#### Job Duties:

- To contribute to the teaching team and teaching and learning provision across design, graphic design, UX and/or service design subject areas at undergraduate and postgraduate levels.
- To represent the programme in appropriate School committee meetings, programme boards and open days.
- To contribute to programme meetings and encourage a collegiate approach in the programme team.

- To foster collaborative opportunities with external bodies and organisations in support of university requirements.

### ***Teaching***

- Work with colleagues to deliver an exceptional learning environment for students.
- Teach and inspire undergraduate and postgraduate students through lectures, tutorials, and seminars.
- Lead on the practical, technical and theoretical delivery of UX and/or graphic design practice.
- To be responsible for the design and content of specific areas/themes of teaching and learning in the school's taught degree programmes as appropriate.
- To engage in the development and evaluation of modules in terms of content, delivery and assessment of specific areas/themes of teaching and learning in the school's undergraduate and postgraduate taught degree programmes.
- To undertake necessary academic duties including supervising dissertations, setting, and marking of assessments and coursework.
- To provide academic support to undergraduate and postgraduate students on relevant modules.
- To promote the use of a range of effective methods and techniques in teaching, learning and assessment.
- To cooperate with colleagues in the review and development of taught programmes and curriculum.
- To participate in the design, delivery and supervision of technical activities where appropriate to the role.
- To take on learning and teaching related roles, as necessary.
- To retain subject authority by engaging in appropriate scholarship activities.

### ***Student Support***

- Prepare and deliver workshops and induction sessions as appropriate.
- Act as a Personal Academic Tutor to allocated students in the School on academic and pastoral matters, including signposting students to the relevant Support Service, where required.
- Act as a Placement Visit Tutor and visit students on placement in industry/business where required.

### ***Enterprise and Scholarship***

- Engage in scholarly activities as appropriate to ensure integration of practice with current research evidence.
- Engage with business, public and voluntary organisations through knowledge exchange activities such as student projects and placements, technology transfer collaboration, consultancy and specialist training.
- Where appropriate, to secure internal and external funding in support of activities related to innovations in teaching and learning.
- To support any short course and professional education opportunities working with partners if required.

### ***Related Activities and Functions***

- Work effectively with relevant administrative, technical and academic staff in the school and across the University.
- Actively support student recruitment including participation in open days, visit days and summer schools.
- Carry out specific administrative roles and functions as may be reasonably required.
- Take part in one or more School committees if required.
- Engage in training programmes in the University (e.g. through Organisational Development) which are consistent with your needs and aspirations and those of the school.

- Undertake such other duties as may be reasonably requested and that are commensurate with the nature and grade of the post.

### Points to Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

### Special Conditions

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to always observing the University's Equality & Diversity policy and procedures. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

### Organisational Responsibility

Reports to the Dean of School

### Person Specification

Your application will be reviewed against the essential and desirable criteria below. Applicants are advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application.

1 – Application

2 – Test/Assessment Centre/Presentation

3 – Interview

#### Essential Criteria

Area	Criteria	Stage
Experience	Experience, and evidence of, excellence in teaching undergraduate and/or postgraduate students, with specific and current expertise relevant to the role and discipline.	1,2,3
	Experience of working in the field of contemporary Digital Design practice in a teaching and/or professional design context.	1, 3
	In-depth knowledge of subject-appropriate digital design software	1, 3
	Experience of working in a quality academic research or industrial environment.	1,3
	Experience of carrying out administrative duties linked to teaching duties.	1,3
Skills and abilities	To teach and supervise under- and post-graduate students and to provide timely and constructive feedback.	1,2,3
	Excellent technical skills in a variety of applications pertinent to the delivery of Digital Design	
	Ability to input into the design and content of lecture programmes.	1,2,3

	A high level of communication skills (written and verbal) including the ability to relate to a wide range of individuals internal and external to the University.	1,2,3
	To present complex information to students with a variety of abilities.	2,3
	Familiarity with IT and online teaching and learning skills and resources.	2,3
	Ability to work as part of a teaching team, including leading such teams, and to engage with colleagues.	1,3
	Ability to provide tutorial, academic and pastoral advice to undergraduate and postgraduate students.	1,3
	Excellent time management and organisational skills.	3
	To identify potential social / cultural / economic impacts from professional activity.	2,3
Training	Commitment to and evidence of continuing professional development.	1,3
	Adopt new procedures as and when required.	1
Qualifications	Postgraduate qualification or equivalent professional experience, in or closely related to the specified discipline	1,3
Other	A commitment to equality and diversity with the ability to role model, adhere to and advocate the University's Equality and Diversity policy.	3

#### Desirable Criteria

Experience	Experience of work in, or in collaboration with, business or industry.	1
	Experience of working with large groups of undergraduates and postgraduate.	1,3
Skills and abilities	Ability to take part in module and programme development.	1,3
	Knowledge of the challenges faced in UK HE.	3
	Evidence of use, and development, of materials and technologies that enhance student learning experience.	1,3
Qualifications	Formal recognition of professional standing in teaching (e.g. Fellow of the HEA) or commitment to obtaining this within reasonable timeframe.	1

#### Conditions of Service

The position is full time and open ended. Salary will be on Specialist and Supporting Academic Grade 7 (£46, 485 - £55, 295), at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's Terms and Conditions of Employment for STAFF GRADE 6 AND ABOVE, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

The University offers a wide range of employee benefits which can be found [here](#).

In addition, the University is supportive, wherever possible, of flexible working arrangements.

We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The Wolfson School and the University hold Bronze Athena SWAN awards that recognises the importance of support for women at all stages of their academic career.

For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>