

National Library of Academic Role Profile

Teaching and Research Level 3 (Building on the level of demand in Level 2)

COMMUNICATION

The role holder is required to routinely communicate complex and conceptual ideas to those with limited knowledge and understanding as well as to peers using high level skills and a range of media.

TEAM WORK AND MOTIVATION

The role holder is required to:

- advise and support colleagues with less experience and advise on personal development
- act as a responsible team member and develop productive working relationships with other members of staff
- collaborate with colleagues to identify and respond to students needs.

Depending on the area of work, the role holder could be expected to:

- supervise the work of others e.g. in research teams or projects as PhD supervisor
- take the lead in a local project

LIAISON AND NETWORKING

The role holder is required to participate in and develop external networks. For Example, to identify sources of funding, contribute to student recruitment, secure student placements, market the institution, facilitate outreach work, generate income, obtain consultancy projects or build relationships for future activities.

SERVICE DELIVERY

The role holder is required to:

- deal with internal or external contacts who ask for service or require information
- create a positive image of the institution by being responsive and prompt in responding to requests and referring the user to the right person if necessary.

Contact is usually initiated by the customer and typically involves routine tasks with set standards or procedures.

DECISION MAKING PROCESSES

The role holder is required to:

- identify the need for developing the content or structure of modules with colleagues and make proposals on how this should be achieved
- develop ideas for generating income and promoting the subject
- develop ideas and find ways of disseminating and applying the results of research and scholarship
- be solely responsible for the design and delivery of own modules and assessment methods
- collaborate with colleagues on the implementation of assessment procedures
- advise others on strategic issues such as student recruitment and marketing
- contribute to the accreditation of courses and quality control processes.

PLANNING AND ORGANISING RESOURCES

The role holder is required to:

- act as a module leader or tutor, co-ordinate with others (Such as support staff or academic colleagues) to ensure student needs and expectations are met
- manage projects relating to own area of work.

INITIATIVE AND PROBLEM SOLVING

The role holder is required to:

- identify the need for developing the content or structure of modules with colleagues and make proposals on how this should be achieved
- develop ideas for generating income and promoting the subject
- develop ideas and find ways of disseminating and applying the results of research and scholarship
- be sole responsibility for the design and delivery of own modules and assessment methods
- collaborate with colleagues on the implementation of assessment procedures
- advise others on strategic issues such as student recruitment and marketing
- contribute to the accreditation of courses and quality control processes.

ANALYSIS AND RESEARCH

The role holder is required to:

- develop research objectives, projects and proposals
- conduct individual or collaborative research projects
- identify sources of funding and contribute to the process of securing funds
- extend, transform and apply knowledge acquired from scholarship to teaching, research and appropriate external activities

- write or contribute to publications or disseminate research findings using other appropriate media
- make presentations at conferences or exhibit work in other appropriate events.

SENSORY AND PHYSICAL DEMANDS

The role holder is required to balance the pressure of teaching, research and administrative demands and competing deadlines.

WORK ENVIRONMENT

Depending on the area of work and level of training received, the role holder may be expected to conduct risk assessments and take responsibility for the health and safety of others.

PASTORAL CARE AND WELFARE

The role holder could be expected to:

- act as a module tutor
- be responsible for the pastoral care of students within a specified area.

TEAM DEVELOPMENT

The role holder is required to advise and support colleagues with less experience and advise on personal development.

Depending on the area of work, the role holder could be expected to supervise the work of others e.g. in research teams or projects as PhD supervisor.

TEACHING AND LEARNING SUPPORT

The role holder is required to:

- design teaching material and deliver either across a range of modules or within subject area
- use appropriate teaching, learning support and assessment methods
- supervise student projects, field trips and, where appropriate, placements
- identify areas where current provision is in need of revision or improvement
- contribute to the planning, design and development of objectives and material
- set, mark and assess work and examinations and provide feedback to students.

KNOWLEDGE AND EXPERIENCE

The role holder is required to:

- possess sufficient breadth or depth of specialist knowledge in the discipline to develop teaching and research programmes
- use a range of delivery techniques to enthuse and engage students.