



Cardiff
Metropolitan
University

Prifysgol
Metropolitan
Caerdydd

JOB DESCRIPTION

Job Title:	Lecturer in Audiology
School:	Cardiff School of Sport and Health Sciences
Location:	Llandaff Campus
Grade:	7 A/B
Salary:	£44,263 - £49,784 per annum pro rata
Hours:	0.4 FTE (14.8 hours per week)
Tenure:	Fixed Term

Role Summary:

The postholder will play a key role in the effective day-to-day management and delivery of the Audiology course within the MSc Advanced Practice Programme and will lead on a specific module related to Hearing and Audiology within the BSc (Hons) Speech and Language Therapy Programme. The postholder will also be responsible for the administration of the Audiology course, such as recruitment, and timetabling, personal tutorials, module evaluation and periodic review. Additionally, the post holder will be expected to collaborate with colleagues and contribute to the research division focusing on healthy and impaired hearing.

Mae'r ddogfen hon hefyd ar gael yn Gymraeg / This document is also available in Welsh.



ROLE PROFILE

Principal Duties and Responsibilities:

Teaching and learning support

- Design teaching material and deliver either across a range of modules or within a subject area in both UG and PG professional courses.
- Use appropriate teaching, learning support and assessment methods
- Supervise postgraduate research students.
- 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.

Research and scholarship

- Collaborate with senior colleagues to participate in or lead research and/or innovation proposals and projects with the potential to generate income, to manage project deliverables, deliver outputs and secure impact.
- Work with university stakeholders to identify sources of research funding and lead the process of securing funds.
- Apply knowledge acquired from research and innovation as well as scholarship to learning and teaching, and appropriate external activities
- Write or contribute to publications or disseminate research findings using other appropriate media.
- Make presentations at local, national and international academic and/or practitioner conferences or exhibit work in other appropriate events.

Communication

- Routinely communicate complex and conceptual ideas.

Liaison and networking

- Participate in and help develop internal and external networks for the benefit of Cardiff Metropolitan University in the areas of teaching and research.

Managing people

- Mentor colleagues with less experience and advise on personal development.
- Depending on the area of work, could be expected to supervise the work of others.

Teamwork

- Act as a responsible team member, leading where agreed, and develop productive working relationships with other members of staff.
- Collaborate with colleagues to identify and respond to students' needs.
- Contribute to meetings and planning associated with the programme and to administrative duties within the Centre.

Pastoral care

- Could be expected to act as a module tutor.
- Act as a personal tutor for students on the PG programme.

- Be responsible for the pastoral care of students within a specified area.
- Deal with standard problems and help colleagues resolve their concerns about progress in research.

Initiative, problem-solving and decision-making

- Assess, interpret and evaluate outcomes of research.
- Identify the need for developing the content or structure of modules with colleagues and make proposals on how this should be achieved.
- Develop ideas promoting the subject and/or research areas.
 - e.g. Develop ideas and find ways of disseminating and applying the results of research and scholarship.
 - e.g. Responsibility for the design and delivery of own modules and assessment methods.
 - e.g. Collaborate with colleagues on the implementation of assessment procedures.
 - e.g. Advise others on strategic issues such as student recruitment and marketing.
 - e.g. Contribute to the accreditation of courses and quality control processes.

Planning and managing resources

- As 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.
- Participating in developing ideas for generating income.

Sensory, physical and emotional demands.

- Balance the pressures of teaching and administrative demands and competing deadlines.

Work environment

- Within the context of Cardiff Metropolitan University's H&S policy, depending on area of work and level of training received, may be expected to conduct risk assessment and take responsibility for the health and safety of others.

Expertise

- Possess sufficient breadth or depth of specialist knowledge in the discipline to develop teaching and/or research programmes and the provision of learning support.
- Use a range of delivery techniques.

Standard Notification

These guidelines are provided to assist you in the performance of your role. The university is a dynamic organisation; therefore changes may be required from time to time. Any changes will be made in consultation with the post-holder. The Summary of Duties and Responsibilities is not intended to be an exhaustive list of tasks performed. Other associated tasks are likely to be performed as directed by the line manager.

The University is committed to the highest ethical and professional standards of conduct. Therefore, all employees are expected to have due regard for the impact of their personal behaviour and conduct on the University, students, colleagues, business stakeholders and our community. Each employee must demonstrate adherence to our Code of Professional Conduct. In addition, all employees should have particular regard for their responsibilities under Cardiff Metropolitan University's Equalities, Financial, Environmental and Sustainability, People Services and Health and Safety policies and procedures.



PERSON SPECIFICATION

Job Title: **Lecturer in Audiology**

School/Unit: **Cardiff School of Sport and Health Sciences**

***Key**

- A - Application form
- I - Interview
- P - Presentation

FACTORS	ESSENTIAL AND DESIRABLE CRITERIA	ASSESSED BY		
		A*	I*	T*
Education and Qualifications (Essential)	A good honours degree in Audiology	X		
	Earned doctoral award or equivalent professional experience.	X		
	Ability to achieve Fellow Status as part of the Higher Education Academy's Professional Recognition scheme, within a three year period.	X		
Education and Qualifications (Desirable)	RCCP or HCPC registration	X		
	Fellow Status as part of the Higher Education Academy's Professional Recognition scheme.	X		
Knowledge (Essential)	A good level of knowledge relevant to the subject and professional area.	X		X
	Evidence of undertaking continuous professional development (CPD).	X		
	A sound understanding of pedagogy.		X	X
	A sound understanding of research/innovation and scholarly activity.		X	
Knowledge (Desirable)	Specialist knowledge of the specific clinical field of Audiology (such as Paedatric Audiology, Vestibular assessment and rehabilitation).	X		
Skills and Abilities Relating to Role (Essential)	Ability to develop teaching and/or research programmes and the provision of learning support.		X	
	Ability to design teaching and learning material.		X	
	Ability to employ appropriate assessment methods.		X	

	Ability to support the development of research objectives, projects or proposals.		X	
	Ability to employ appropriate methods for disseminating research findings.	X	X	
	Ability to contribute to the achievement of the School Development Plan and the development of other school activities.		X	
	Ability to undertake administrative duties in an accurate and timely fashion.	X	X	
	Ability to plan workloads and projects and manage resources effectively.		X	
	Ability to identify areas for improvement and to use initiative and problem solving skills to improve performance.		X	
	Ability to take responsibility for a number of key areas such as module tutor, research supervision at undergraduate level.		X	
	Ability to communicate and disseminate complex and conceptual ideas in a variety of ways – presentations at conferences, reports on findings, publications, feedback etc.	X	X	
	Ability to develop productive working relationships as part of a professional team.		X	
	Ability to work collaboratively on research projects through the development of appropriate partnerships.		X	
Skills and Abilities Relating to Role (Desirable)	Clinical expertise in the specific clinical field of Audiology (such as Paedatric Audiology, Vestibular assessment and rehabilitation).	X		
Experience Paid/Unpaid (Essential)	Experience of teaching/research or equivalent.	X	X	
Experience Paid/Unpaid (Desirable)	Experience of teaching and research in Higher Education. Experience of attracting or generating funds/income through a variety of sources.		X	
Other Requirements (Essential)	Ability to demonstrate a commitment to Equality and Diversity, Health and Safety, Quality Standards.		X	

Other Requirements (Desirable) Welsh Language Skills	Listening, Reading, Writing and Speaking A1 - Beginner Can understand and use familiar everyday expressions and very basic phrases in Welsh.	X		
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