LECTURER IN CRIMINOLOGY

Job Description

Title: Lecturer in Criminology
Department: Psychology, Sociology and Social Work
Faculty: Arts, Business and Social Science
Location: Ipswich
Grade: Grade 8
Contract status: Fixed Term until July 2021
Hours of work: 1.0 fte / as necessary to carry out the duties of the post
Pension: USS
Annual Leave entitlement: 30 days plus Public Holidays,
Staff Development: Corporate and Personal Development Programme opportunities. In addition we also offer up to 18 days per academic year (pro rata for part time working) to assist you in developing your academic profile.
Reporting to: Head of Department of Psychology, Sociology and Social Work

Purpose of the Job:

To provide learning, teaching and assessment support on the MSc in Leadership and Custodial Environments. The post holder will contribute to the design, management and administration, and teaching of the core modules of the programme, including research methods and dissertation supervision and modules focused on both the work of prison officers and on rehabilitation and desistance. They will also engage in other scholarly activity and research where relevant. We particularly welcome applications from individuals with expertise and experience in penology, whether through academic study or professional practice.

Duties of the Post:

The main duties and responsibilities of Lecturers at the University of Suffolk will normally include:

1. Undertake learning, teaching and assessment on our programmes of study.
2. Ensure course deliverables are relevant and reflect best practice and current thinking.
3. Respond to the pastoral care needs of students, seeking help and support from specialists as necessary.
4. Understand contemporary issues relating to own discipline with an awareness of national/international developments.
5. Engage in subject, professional and pedagogical scholarship as required to support teaching and learning.
6. Undertake research, usually with the aim of producing outcomes such as publications and/or external income.
7. Raise the academic profile of the University of Suffolk through the dissemination of the results of research and the development of external networks.

8. Where appropriate, contribute to consultancy, knowledge exchange and continuing professional development activity within the discipline.

9. Participate in cross-faculty and cross-institution networks and committees, chairing groups as necessary.

10. Participate in the recruitment of students, attending open days and contributing to recruitment materials as necessary.

11. Undertake a range of activities that contribute to the management and/or administration of the Faculty, which may include course/programme/module leadership, year tutorships, chairing ad hoc working groups and timetabling.

12. Mentor and support colleagues as appropriate, and provide advice and guidance as to their teaching practice and personal development.

13. Create and/or adjust teaching materials and methods to take into account the needs of students with disabilities or other special needs, seeking expert advice and guidance where required.

14. Ensure your own conduct, reflects the University’s Equality and Diversity Policy and, where possible, supports our duty to promote equality.

15. Organise and oversee student placements, projects and field trips.

16. Take responsibility for the health and safety of students and others, conducting risk assessments as necessary, seeking expert help and guidance as needed.

17. Where relevant, comply with relevant regulatory/professional Codes of Conduct.

18. Any other duties as may reasonably be assigned from time to time by the Head of Department, Head of Faculty or his/her nominee.

*This is a generic job description. The duties described are a guide to the work that the post holder may be required to undertake and may be changed from time to time to meet changing requirements.*
## Selection Criteria – Lecturer in Criminology

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| **Education and Qualifications** | 1. A Master's degree in criminology or closely related field OR equivalent significant relevant professional practice and experience.  
2. A recognised HE teaching qualification or a commitment to complete (e.g. PGCAP) within 3 years of appointment | 1. Under-taking a PhD in criminology or closely related field.                                    |
| **Knowledge and Expertise** | 3. Expertise in the field of penology.  
4. An understanding of prisons and prison officer work.  
5. A critical appreciation of the contemporary issues, policy and debates within the subject area.  
6. A record of relevant research and/or scholarship. | 2. Experience of teaching, learning and assessment in a higher education environment.  
3. Experience and knowledge of digital learning and on-line course design and administration.  
4. Experience of work or research within a prison environment.  
5. Experience of teaching broader criminology or social science topics |
| **Skills**               | 7. Able to work independently and plan and organise time so as to meet objectives and deadlines.  
8. Effective team member.  
9. Excellent communication skills (written and oral).  
10. Flexible and able to move with the demands of the job. | 6. Able to develop and maintain productive and close working relationships with external partners and professional organisations.  
7. Competence in the use of virtual learning environments (VLEs). |
### Attitude

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<td>11.</td>
<td>Commitment to providing students with a high quality experience.</td>
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<td>Open to new ideas and new ways of working.</td>
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<td>A commitment to the ethos and vision of the graduate scheme for prison officers and the professionalization of the role.</td>
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<td>An understanding of and commitment to promoting equality of opportunity.</td>
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<td>8.</td>
<td>A desire to broaden knowledge and expertise into new areas.</td>
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### APPOINTMENT TERMS

This is a fixed term post until July 2021, which is for the duration of the initial contract with Unlocked, on Grade 8 of the University of Suffolk scale 32-37. The salary range for the post is £33,943 to £39,324 per annum.

### CRIMINAL CONVICTIONS

This post will be subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check.

### EQUAL OPPORTUNITIES

The University of Suffolk is a diverse community and is committed to providing equality of opportunity to all staff and students.

### NO SMOKING POLICY

A no smoking policy operates at all University of Suffolk premises, including the use of electronic cigarettes and pipes.

### INFORMAL ENQUIRIES

For informal enquiries please contact either the Course Leader, Helen Arnold, on (01473) 338532 or e-mail h.arnold@uos.ac.uk or the Head of Department, Professor Noel Smith, on (01473) 338560 or e-mail n.smith@ucs.ac.uk.

### APPLICATIONS

Please see below for specific instructions on how to apply. Please note that applicants who fail to return all the documents asked for may be discounted.

**Closing date:** 28th May 2017

**Interview date:** 14th June 2017
To apply for this post:

- All forms and information can be found on our website http://www.uos.ac.uk/jobs
- Fill in the Application Cover Sheet and include details of any flexible working request you are making
- Complete the monitoring form
- Attach a curriculum vitae and a letter of application setting out clearly how you meet the essential and desirable criteria for this post
- Return them as Word (.doc) attachments by e-mail to: jobs@uos.ac.uk please put the post title in the subject box of your email.
- If you are unable to email your documents, you may post them to

The Human Resource Team  
University of Suffolk  
Waterfront Building  
Neptune Quay  
Ipswich  
Suffolk  
UK  
IP4 1QJ

If you are unable to apply via the website please ask for an application pack from the address above, or by phone on 01473 338351.

FLEXIBLE WORKING

As a Top 30 Employer for Working Families 2016 we consider flexible working requests for all our vacancies. This might include adjustments to the working location, hours, time, or working on job share basis.

Applicants wishing to apply for a flexible working arrangement should state clearly that they are applying on a flexible working basis providing details of their request including their availability for work.
About the University of Suffolk

After nine years of strengthening its reputation the University of Suffolk, formally known as University Campus Suffolk, achieved University status in 2016. This evolution was much faster than expected, faster than any other institution, which speaks volumes for the quality of education on offer here and the quality processes completed to achieve full status.

Before now, Suffolk was one of only four counties in the UK without a university, and both staff and students have been working towards establishing the institution as a distinct and reputable place of study. Considering its humble beginnings and the fact that the University of Suffolk is young and small compared to other institutions, its growth is of key economic and educational importance: putting Suffolk on the map as an exciting destination for students to learn and discover opportunity.

The University of Suffolk is agile and responsive, custom built for a changing world, absorbing the best of UK university traditions and aligning them with a twenty first century audience and a modern world of employment and entrepreneurship. It is committed to being economically relevant and having a measurable civic impact, whilst remaining student centric.

The University of Suffolk is comprised of the main Ipswich Campus, with learning networks in the Further Education Colleges in Bury St Edmunds, Great Yarmouth, Lowestoft, and at Suffolk New College, Ipswich.

More information about the University is available on our website www.uos.ac.uk