

UCEM Tutor

Job Specification

Date created: September 2021

JOB DESCRIPTION

Employment status:	Permanent, full time (part time considered only if 0.8 FTE)
Hours:	Full time hours at UCEM are 35 per week, Monday to Friday 9.00 a.m. to 5.00 p.m.
Location flexibility:	The place of work for this role is flexible and you will have a personal choice between the following: <ul style="list-style-type: none">• Horizons-Based, spending your total working time at our head office in Reading• Hybrid Heavy, spending the majority of your working time at our head office in Reading with the remainder at home, which must be within the UK• Hybrid Light, spending the majority of your working time based at home, which must be within the UK, with the remainder at our head office in Reading• Remote-Based, spending your total working time at home, which must be within the UK
Department:	Learning and Teaching
Line manager:	Academic Delivery Manager of level or area of study

Join our online university

UCEM is proud to be an online university. Online learning, done well, is every bit as inclusive, engaging and successful as traditional learning. It's also a lot more flexible, allowing our students to fit their studies around their work and life commitments, wherever they are in the world. We are an online learning pioneer, with talented academics, experienced industry practitioners, and digital learning designers working side by side, to deliver an excellent learning experience that is accessible and supportive to all.

Our results stand up to a rigorous level of scrutiny; we are accredited by Professional Statutory and Regulatory Bodies such as RICS, CABE, and CIOB, we are monitored by Ofsted, and we are judged by our students (NSS satisfaction rating 83.4%). [Find out more about our online learning delivery and see what our students have to say about it.](#)

Role summary

The UCEM Tutor role is a key academic position within the School of the Built Environment at UCEM. The role supports the development, delivery and monitoring of postgraduate and/or undergraduate modules within an assigned subject discipline of Built Environment education, all within a wholly online education institution. In addition, the tutor role is a portfolio role, comprised of a range of academic activities. The purpose of the role is to:

- Provide high quality learning, teaching and assessment within a subject discipline of Built Environment education;
- Support the development and delivery of modules within a subject discipline of Built Environment education;

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- Demonstrate a commitment to personal and professional development through scholarly activity, research, industry liaison, and engagement with UCEM staff development activities.

Role accountabilities and responsibilities

The UCEM Tutor role is a portfolio role, comprised of a range of academic activities in support of the development, delivery and monitoring of modules within the School of the Built Environment. This section sets out the duties and responsibilities for the academic activities which can form part of the role. The specific responsibilities assigned to individuals (i.e. subject area and which activities are included) will be negotiated and agreed with the line manager and may include some or all of the roles listed in this section.

Module Leadership

- Lead and manage assigned modules, ensuring that the modules are delivered to plan, on schedule, and to the required quality to enable students to achieve successful outcomes and feel satisfied with their experience.
- Manage the work of the Module Tutors and Module Markers assigned to the module, to ensure that delivery is coordinated across the module team.
- Author the assessments and marking guides for assigned modules, ensuring that procedures meet UCEM scrutiny and sign-off requirements.
- Lead the delivery of the module; conducting synchronous activities to support students' asynchronous study on the VLE.
- Provide guidance and support to the module delivery team to ensure consistency and quality in the delivery of the module and the conduct of assessment.
- Ensure UCEM modules are delivered in accordance with the academic regulations and quality assurance expectations of UCEM.
- Lead the evaluation of the module in line with UCEM requirements, including considering student feedback and module performance data.
- Prepare and present information and analyses about the module for academic committees and Boards of Examiners that relate to modules.
- Evaluate the performance and effectiveness of the module delivery team, providing individual feedback to Module Tutors and Markers, and relating training requirements back to the Learning, Teaching and Enhancement Team if appropriate.

Module Tutoring and Module Marking

- Undertake teaching and assessment on assigned undergraduate and/or postgraduate modules, providing subject specialist input into the delivery and evaluation of modules.
- Ensure that guidance from the Module Leader is followed so that the module and assessment(s) are delivered in a consistent way across the whole module delivery team.
- Ensure marking and feedback are completed by the deadlines set and are conducted in accordance with UCEM's marking and feedback guidelines.

Module Development and Review

- Co-lead the development of modules in accordance with the module development schedule, working in partnership with an assigned Learning Designer from the Digital Education Team.
- Design, author, review, update and enhance the module study materials in various media formats (which include, but are not limited to, text, PowerPoint, video, podcasts and audio files) in conjunction with the Digital Education Team.
- Undertake periodic reviews of the modules with the Learning Designer, to identify any enhancements required for the next delivery of the module that are evident from student feedback, module KPIs and developments in the subject area.

General

- Demonstrate a commitment to personal and professional development, engaging in UCEM's formal and informal mechanisms for staff development and review.
- Participate in the peer review process and other developmental events, to ensure engagement with the development and training opportunities provided by the Learning and Teaching Enhancement Team, the Digital Education Team and the wider academic community.
- Work flexibly and collaboratively within the academic community and across other teams at UCEM.
- Undertake other such duties commensurate with the post, as agreed with the Dean of School.

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We have a workload model which is flexible so that it can be adjusted to reflect semester start and end dates, new modules and programmes, new academic projects, and re-prioritisation of workloads due to business demands.

Line management responsibility:	NONE
Budget responsibility:	NONE
<p><u>In this role you will liaise with:</u></p> <p>Academic colleagues across the academic specialisms (internal and associate tutors) and you will also liaise with various internal teams including Digital Education, Professional Services, the Apprenticeships Team and Admissions & Marketing. You will also engage with external professional practitioners and professional bodies.</p>	

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Assessment Criteria: A = Application I = Interview T = Test

X denotes both essential and desirable requirements plus how these will be assessed

Qualifications and training	Essential	Desirable	A	I	T
Relevant professional qualification(s)/or working towards	X		X		
Degree level qualification in a relevant subject	X		X		
A postgraduate or research degree in a relevant subject or membership of a relevant professional body		X	X		
Teaching qualification and/or HEA fellowship (newly appointed tutors who do not hold this will be required to achieve this within 3 years of appointment)		X	X		
<i>Please be aware that as part of onboarding processes, we will seek original documentary evidence of the relevant academic and/or professional qualifications which you include within your job application</i>					
Previous experience	Essential	Desirable	A	I	T
Relevant industry experience in the role of a built environment practitioner or established research/CPD or tutoring record to be able to deliver education in on or more of the following: Construction Management, Quantity Surveying, Building Surveying, Building Control, Real Estate Management, Law for the Built Environment All within the context of the current and emerging digital and data environments	X		X	X	
Experience in the management of modules including familiarity with the experience of administering relevant quality assurance procedures and practice		X	X	X	
Teaching experience and a proven ability to effectively communicate and deliver teaching in a variety of modes		X	X	X	

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through the ongoing development of rigorous and innovative teaching methods					
Experience within the education sector / Built Environment / Higher Education	X		X	X	
Experience of Technology Enhanced Learning / online teaching in Higher Education		X	X	X	
Experience in a programme leader role		X	X	X	
Experience of research or CPD and ability to attract external funding		X	X		
Skills, knowledge, and aptitudes	Essential	Desirable	A	I	T
Understanding of current developments in built environment practice or education	X		X	X	
Familiarity with the requirements of professional bodies, practice and potential employers	X		X	X	
Ability to produce innovative module material to enthuse students and to integrate your specialist subject area holistically within the teaching of the wider discipline	X		X	X	
Ability to work effectively as part of a team, both communicating and collaborating with colleagues	X		X	X	
Strong and effective all-round communication skills, including presentation skills, with an ability to communicate with people of all ages and levels	X		X	X	X
Strong, confident IT and digital skills (we are an online university!), with an understanding of industry software relevant to the area of expertise	X		X	X	
A passion and keen interest in using technology to enhance learning	X		X	X	
Other requirements or special requirements	Essential	Desirable	A	I	T
Alignment to the UCEM core values of Passion, Integrity, Excellence and Support; all employees are expected to demonstrate our values at work: https://www.ucem.ac.uk/core-values/	X			X	X
Commitment to delivering positive outcomes for our students; we want our students to be successful	X			X	
You must be prepared to undertake compulsory online training should you be appointed; this includes Data Protection, Health & Safety, Safeguarding, and Prevent	X			X	

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PAY & BENEFITS

- Salary circa £45,000 per annum (Full Time Equivalent).
- 24 days paid holiday (rising to 27 with service) plus paid bank/public holidays plus up to 5 paid closure days; all per holiday year Full Time Equivalent. Our holiday year runs from 1 August to 31 July. We also have a holiday buy and sell scheme in place.
- Pensions auto-enrolment to the Universities Superannuation Scheme (this is not a salary exchange/sacrifice scheme). You may opt out.
- Wellbeing support and full access to the Employee Assistance Programme. This includes mental health support; several UCEM employees are trained Mental Health First Aiders.
- Car parking may be available at our Horizons office; this depends on your designated place of work and working pattern, as well as parking availability; you may ask to join the waiting list. Do not assume you will have parking when you start employment; you must plan for alternative travel to work if attending Horizons.
- Cycle to Work salary sacrifice scheme and access to Tax-Free Childcare (Government scheme).
- Life assurance cover.
- Voluntary healthcare scheme.
- Charity giving options available.
- As a UCEM employee you will have access to Microsoft Office 365 applications for personal use.

On the Join the team page of our website, you will find the full list of employee benefits at UCEM

APPLICATION PROCESS

All job applications must be sent to recruitment@ucem.ac.uk and if you apply via a jobs board, please make sure you have sent all required documents otherwise we will be unable to consider your application.

Please send the following to recruitment@ucem.ac.uk (you will receive an auto-response):

1. Your up-to-date CV;
2. A covering letter or email message outlining your suitability* for the role; AND
3. A completed Recruitment Check Form which is available from the *Current vacancies* page of our website.

If you are seeking part-time 0.8 FTE, please make this clear in your cover letter/email, otherwise we will assume you are seeking 1.0 FTE.

The above items constitute a complete job application. *We hope you take time to consider the UCEM values when you prepare your job application. You may also wish to consult our vision and strategy document: <https://www.ucem.ac.uk/our-vision/>

Internal applicants are advised to inform their line manager of their application.

NO AGENCIES: We are not using agencies for this vacancy and we cannot accept any CV submissions. Please do not contact us as we can only repeat this message.

Informal discussion

If you are unsure whether to apply, perhaps because you do not meet all essential criteria, we encourage you to call the hiring manager to discuss this further (details below). If you are excited by this vacancy do not rule yourself out; it still might be worth applying.

For an informal discussion about the role please contact Dr Alan Hill on 0118 467 2009 or email a.hill@ucem.ac.uk

For any other enquiries please contact HR on 0118 467 2433 or email recruitment@ucem.ac.uk

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Closing date and next steps

Monday 18 October 2021 at 12 noon

HR will screen all applications in person and all applicants will receive a response confirming the status of their application. We value the time taken to make a job application and the interest shown in UCEM.

Interview details

Dates. Specific interview dates will be advised to you later in the process, however approximate dates for first and second stage interviews are detailed below:

- First stage interviews – 27 October 2021 to 09 November 2021.
- Second stage interviews – 18 November 2021 to 01 December 2021.

Please indicate on your Recruitment Check Form any dates that you cannot make, up to 4 weeks from the closing date. This helps us to plan interviews should you be shortlisted, prior to contacting you.

Applications may be reviewed prior to the closing date and occasionally, you may be invited to interview ahead of the closing date.

Method. Interviews are normally carried out over Zoom or Microsoft Teams, however we may invite you to visit our Reading office.

Format. There will be two stages:

Shortlisted candidates will attend a two-part first interview; this will involve meeting both academic and learning design staff for a total of 1.5 hours (there will be a break between).

For candidates who progress to a second stage, this will also be in two-parts for a total of 1 hour (with a break between). In the second part candidates will be required to deliver a presentation on a relevant topic (a brief will be provided in advance).

During the interviews we will discuss our approach to supported online learning, as it is crucial that candidates fully understand and are committed to our online delivery model. As part of the interview process, you will also meet with a member of the Senior Leadership Team and Executive Team.