

Senior Lecturer (Urban Planning)

Job Specification

Date created: April 2025

JOB DESCRIPTION

Employment status: Permanent, full time

Hours: Full time hours at UCEM are 35 per week, Monday to Friday 9.00 a.m. to 5.00 p.m. and this role follows this pattern

Location flexibility: The place of work for this role is **Remote**, spending your total working time at home, which must be within the UK

Working at home is only possible if your environment meets certain conditions – see the **Attachment** to this Job Specification document

You may, on occasions, be asked to attend the Horizons office to attend business-critical meetings or training events – for this role, this will be for a minimum of six days each year

Department: Education and Students

Team: School of the Built Environment

Line manager: Head of Planning

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 is 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

This role is a key academic position within the School of the Built Environment at UCEM. It 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. The purpose of the role is to:

Job Specification

- Be an active part of the academic community at UCEM taking on academic leadership roles, sitting on deliberative committees and mentoring staff.
- 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.
- Support the research ambitions of UCEM through contributing to scholarship and research activities as well as engaging with industry and associated Professional Bodies.

Role accountabilities and responsibilities

The specific duties of this role are to:

- Lead and co-ordinate the MSc Urban Planning programme.
- Demonstrate excellence in urban planning theory, policy and design. Bringing established credentials and experience gained either in academia or practice.
- Be the subject area expert and advocate for programmes within the Education team and the wider UCEM institution.
- Support and promote integration of new programmes into the existing UCEM programme portfolio both academically and operationally.
- Work with the apprenticeships team to ensure the increasingly diverse range of apprenticeships are supported appropriately according to their contexts.
- Develop and promote research, including bids and publications, associated with energy, engineering and the environment.
- Contribute to UCEM's aspirations around Research Excellence Framework (REF) submission, including impact cases and journal paper publications.
- Develop and promote professional training within the same subject disciplines.

Pipeline programmes in scope

Primary:

- MSc Urban Planning (proposed launch Autumn 2025).

Associated:

- Postgraduate Diploma Urban Planning (proposed launch Autumn 2025).
- Postgraduate Certificate Planning and Property Studies (proposed launch Autumn 2025).

Other duties

- Co-ordination and support of market research and engagement with external stakeholders to develop robust customer data in support of sectoral and programme business cases.
- Support the Head of Planning in engagement with employers, industry forums and Professional, Statutory and Regulatory Bodies (PSRBs) to ensure UCEM's programme pipeline is in tune with industry requirements and skills needs.
- Working across the Education department and with the Academic Operations team to develop a short, medium and long-range resourcing and workloading plan.
- Commissioning, tasking and, where appropriate, management of academic resources working on programme and module development for new programmes.
- Engagement with the Royal Town Planning Institute to develop a realistic and pragmatic timeline for the accreditation of the MSc Urban Planning to ensure timely and effective completion.
- Leadership around other relevant programme accreditation, such as the Royal Institution of Chartered Surveyors.
- Working with operational teams at UCEM, including the Apprenticeships team, in developing support and intervention approaches that are differentiated according to the needs of students and apprentices on new programmes.
- Engagement with operational teams at UCEM to ensure the specifications, pedagogy and assessment approaches of new programmes are anticipated and fully understood in a timely manner.

Job Specification

Line management responsibility:	NO
Budget responsibility:	NO
<u>In this role you will liaise with:</u> Academic colleagues across the academic specialisms; Academic Operations; Digital Education; Professional Services; Apprenticeships; Admissions; Business Development; Marketing; External Professional Practitioners; Professional Bodies	

PERSON SPECIFICATION

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
Professional teaching qualification such as Post-Graduate Certificate in Higher Education (PGCHE) or willingness to study for this qualification	X		X		
Undergraduate degree in urban planning, architecture or geography or a cognate discipline	X		X		
A PhD in planning (or cognate discipline) or equivalent senior level professional experience	X		X		
Teaching qualification and/or HEA fellowship (newly appointed lecturers who do not hold this will be required to achieve this within 3 years of appointment)	X		X		
Chartered Membership of the Royal Town Planning Institute (MRTPI), or the intention to obtain this	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 town planning, within the context of the current and emerging digital and data environments	X		X	X	
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 through the ongoing development of rigorous and innovative teaching methods		X	X	X	

Job Specification

Technology Enhanced Learning/online teaching in Higher Education		X	X	X	
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 Town Planning and 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 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	
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 and Safety, Safeguarding, Prevent, EDI, and Anti-bullying, Harassment and Sexual Misconduct	X			X	

PAY AND BENEFITS

- Salary range £50,000 to £60,000 per annum.
- 26 days paid holiday (rising to 28 with service) **plus** paid bank/public holidays **plus** up to 5 paid closure days (typically between Christmas and New Year); 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. Sometimes UCEM does not need to close for 5 days per year and any balance, for example 1 day, can be used as a paid Wellbeing Day to take time out for your own physical or mental health.
- Pensions auto-enrolment to the Universities Superannuation Scheme. You may opt out.
- Policies in place for all types of family-friendly statutory leave with enhanced pay available from day one of employment (in addition to statutory pay, where applicable).

Job Specification

- Wellbeing support and full access to the Employee Assistance Programme, as well as the Thrive Mental Wellbeing app. Several UCEM employees are trained Mental Health First Aiders and can support staff.
- Cycle to Work and Electric Vehicle salary sacrifice schemes and access to Tax-Free Childcare (Government scheme).
- For Horizons based roles, we may in the future be able to offer parking on site however you must not assume this will be possible. Every now and then we may have a spare parking space become available and you can ask to join the waiting list. UCEM is keen wherever possible, to encourage staff to commute as sustainably as possible.
- Life assurance cover.
- Employer-funded Health Cash Plan (Simplyhealth) and voluntary dental insurance (Unum).
- Charity giving options available including one voluntary paid day, per annum.
- As a UCEM employee you will have access to Microsoft Office 365 applications for personal use. You will also have access to range of lifestyle discounts (savings on everyday purchases) and access to two learning platforms.

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

APPLICATION PROCESS

IMPORTANT! 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. In addition, if you apply for this job on the recommendation of an existing UCEM employee, please make sure to mention their name within your application.

To apply for this role, 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.

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/>

We are committed to driving forward our sustainability agenda to secure a sustainable future and our long-term ambition is to be the world's most sustainable university. We recommend you visit our website to find out more about our **Sustainability Strategy**: <https://www.ucem.ac.uk/sustainability/>

If you are an existing UCEM employee, we request you inform your current line manager of your intention to apply for this role.

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 Malcolm Todd on 0118 467 2147 or email m.todd@ucem.ac.uk

For any other enquiries please contact HR on 0118 467 2454 / 2433 or email recruitment@ucem.ac.uk

Job Specification

Closing date and next steps

Wednesday 14 May 2025 at 5.00 p.m.

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 for interview will be advised to you later in the process.

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.

Interviews are normally carried out over Microsoft Teams or Zoom, and we may invite you to visit our Reading office, especially when this is your place of work.

Please be prepared for a two-stage interview process, held on different dates. As part of the interview process, you will meet with a member of the Senior Leadership Team. Sometimes we may conduct a telephone interview at first or second stage.

Equality, diversity, and inclusion

Here at UCEM we champion equality, diversity, and inclusion in our workforce. We celebrate diversity and the strengths it brings to our staff body, our student community and our Board of Trustees, recognising that people are key to our success. Our aim is to attract, develop and retain a diverse workforce, therefore we welcome and encourage applications from all backgrounds.

Pre-employment checks

UCEM undertakes thorough pre-employment screening as part of its recruitment process. Given we have contracts with Government offices, we make sure our checks comply with the Baseline Personnel Security Standard (BPSS). Checks will include identity, right to work, basic disclosure criminal record check, and three years of employment history.

Job Specification

Attachment – homeworking environment

UCEM is a **flexible employer** and flexibility is built into different places of work location. As such, it is reasonable to ask employees to adhere to some **general principles and ways of working**, in order to make sure flexibility offers value to everyone, including UCEM.

In addition, if all or part of your working week involves working at home, your home environment must meet certain conditions. Otherwise you will be required to work in the office at Horizons.

General principles

- All employees regardless of place of work will be required to take an online Display Screen Equipment (DSE) assessment and repeat this at such intervals as may be instructed by the Facilities Management Team. The purpose of this is to look after your health and safety at work.
- All employees must adhere to UCEM IT Security and Data Protection policies in their place of work.
- All employees will be expected to be accessible to colleagues during their normal working hours and ensure their Outlook Calendars reflect the accurate place of work.
- All line managers will be expected to be accessible to their team and will be responsible for ensuring the performance of their team.

Remote (Home) requirements and conditions

- Where your place of work involves working at home, you must have suitable conditions in which to work.
- As a minimum, your UK home location must be able to accommodate the UCEM technology and equipment. What this means in practice is that you must have sufficient space in which to house the technology and equipment safely and securely.
- In all cases, UCEM technology and equipment can only be handled and used by you, the employee. It must not be accessible to any other household member, at any time.
- When you are working remotely as part of the DSE assessment, you will be required to provide evidence that your working environment meets DSE requirements, such as providing a photo of your workstation setup.
- You must also provide a secure and reliable internet connection which allows you to work as effectively as if you were in Horizons, **including undertaking video and audio calls and connecting permanently to the VPN.**
- In the case of known broadband outage you should plan to work at Horizons or elsewhere – noting that elsewhere must still meet the place of work requirements. Should you be unable to do either of these options, you will be required to take holiday. In the event of unexpected outage, you should discuss with your line manager whether you need to find an alternative place of work or take holiday.
- For the avoidance of doubt, the provision of the required broadband, will be self-funded.
- It is expected that you will house technology and equipment at a suitable work desk, which gives you the space needed to work safely and confidentially. This space in your home must be away from other household users, such as space in a room which is not frequented by other household members.
- Your work environment must remain professional at all times. This means you must be able to work remotely without interruption from household members and noise, and your surroundings should mirror what an office environment would look like (clean/tidy, free of clutter and distractions).
- It is not appropriate to work from a sofa or other location which is not in keeping with presenting a professional work environment. Opting to use the blurring function on Teams/Zoom is not an acceptable workaround.
- If you do not have space to accommodate these requirements or your circumstances change, you are not permitted to work at any location other than Horizons.