

JOB DESCRIPTION

Role Title: Assistant/Associate Professor in Civil Engineering

Reports to: Vice President (Academic)

Grade: 7 / 8 depending on qualifications and experience (plus benefits)

Purpose of the role

To develop and deliver high-quality teaching material across a range of modules or short programmes. To contribute to the planning and development of programmes. To engage in scholarly activity and undertake high quality research.

Key Accountabilities or Duties

Teaching and Learning

- Design teaching materials and deliver them across a range of modules.
- Supervise student projects, including, where appropriate field trips and placements.
- Contribute to the planning and development of course and curriculum and material, in collaboration with the university of Salford Programme Leader.
- Set, mark, and assess work and examinations and provide timely, written feedback to students.
- Act as personal tutor to a group of students.

Research

- Undertake individual and/or collaborative research projects of relevance to the College/University.
- Extend, transform, and apply knowledge acquired from scholarship to learning, research and appropriate external activities.
- Write and contribute to publications in peer reviewed academic journals and/or disseminate research findings using other appropriate media.

- Make presentations at conferences or exhibit work in other appropriate events, participating in dissemination and engagement activities to contribute to the knowledge base of area of expertise, maximise policy, media industrial or community impact of research.

Leadership, Management and Engagement

- Take a lead in own area of expertise, act as mentor for junior colleagues.
- Lead and co-ordinate the work of other staff to ensure module, programme, enterprise, or research project is delivered to the standards required.
- Co-ordinate diverse activities to ensure student needs and expectations are met; act as a leader of modules or a programme, or of significant sections of a programme.
- Plan, co-ordinate and implement research programmes or engagement projects; organise external activities such as student projects, field trips and industrial placements; manage or monitor research or engagement budgets and ensure effective use of resource; organise administrative duties.
- Support colleagues with less experience and advise on personal development; train/advise on own area of expertise where appropriate; coach and support colleagues in developing research.
- Collaborate with external organisations such as industry, public sector, charity and local community groups.

British University of Bahrain Responsibilities

- Perform any other duties appropriate to the grade as may be required by the Dean of College/Vice President (Academic)/President etc.
- Comply with the personal health and safety responsibilities specified in the University Health and Safety policy.
- Promote equality and diversity for students and staff and sustain an inclusive and supportive study and work environment.
- This role detail is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your Contract of Employment.

Indicative level of membership for Higher Education Academy: Fellow

1. Qualifications

	The successful candidate should have:	Essential/ Desirable	Tested by* A, I, P
1	A first degree in Civil Engineering and a postgraduate degree or equivalent in a related subject area	Essential	A
2	A PhD in Civil Engineering or related area or currently studying towards achieving this	Desirable	A/I
3	Full professional membership of the Institute of Civil Engineers, or similar	Desirable	A
4	Hold a Postgraduate Certificate of Academic Practice or equivalent higher Education teaching qualification	Desirable	A

2. Background & Experience

	The successful candidate should have:	Essential/ Desirable	Tested by* A, I, P,
5	Experience of teaching in Higher Education within the Civil Engineering subject area of the Built and Human Environment or a minimum of 5 years professional experience as Civil Engineer	Essential	A
6	Experience of programme design/development	Desirable	A/I
8	Experience of securing and undertaking externally funded research activity	Desirable	A/I
9	Research portfolio of work relevant to the Civil Engineering subject area	Desirable	A/I/P

10	Academic enterprise experience, including industry engagement activities and CPD type developments	Desirable	A/I
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3. Knowledge

	The successful candidate should have demonstrable knowledge of:	Essential/ Desirable	Tested by* A, I, P
11	Expertise in diverse aspects of Civil Engineering and related areas	Essential	A/I/P
12	Professional knowledge and experience in Civil Engineering and related areas	Essential	A/I/P

4. Skills & Competencies

	The successful candidate should demonstrate:	Essential/ Desirable	Tested by* A, I, P
13	Excellent communication, interpersonal and team-working skills.	Essential	A/I/P
14	A firm commitment to personal and professional development.	Essential	A/I
15	The ability to motivate, coach and support students and have knowledge of individual learning styles and development needs.	Essential	A/I
16	Ability to manage quality procedures within an HE environment	Essential	A/I
17	Ability to communicate using the English language to a very high standard.	Essential	I/P

Note: A = Application form, I = Interview, P = Presentation

Details of any assessments required will be provided in the invitation to interview letter.



Candidate Guidance

In order to fully meet the essential criteria, candidates must show clear evidence of how they meet the criteria. Simply stating that you have a skill or experience in an area is not sufficient, you must provide a clear example to show how you have met each of the