

## JOB DESCRIPTION

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**Role Title: Assistant / Associate Professor of Law**

**Reports to: Dean of the College of Business and Law**

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

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### **Role:**

The British University of Bahrain is at an exciting point in its development and is now investing in its future by recruiting additional full-time staff members to strengthen existing teaching, research and enterprise.

Post holders will contribute to the university portfolio of taught courses, carry out appropriate academic leadership and management roles, and actively engage in research and / or enterprise activities.

- We are particularly interested in applicants who can contribute to any of the following strategic priorities: making a significant contribution to outreach and recruitment activities.
- improving the student experience through the provision of individualised learning, and innovative teaching and assessment.
- ensuring students graduate with excellent employability prospects .

### **Role Purpose**

To develop and deliver high-quality teaching and learning materials across a range of modules and programmes. To contribute to the planning, design and development of programmes in liaison with the University of Salford. To engage in scholarly activity and undertake high quality aligned research. To generate income through, for example, KTP, CPD, Consultancy, Company Teaching Schemes.

## **Key Accountabilities or Duties**

### **Teaching and Learning**

- Design teaching material and deliver either across a range of modules or within a subject area.
- Supervise student projects, including, where appropriate, PGT, field trips and placements.
- Set, mark and assess work and examinations and provide feedback to students in prescribed deadlines.
- Act as personal tutor to a group of students.

### **Research**

- Undertake individual or collaborative research projects of relevance to the University
- Extend, transform and apply knowledge acquired from scholarship to learning, research and appropriate external activities.
- Identify external sources of funding and develop or contribute to funding bids – research, knowledge transfer and engagement grant applications.
- Write or contribute to publications in peer reviewed academic journals 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 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

- To engage with and participate in the British University of Bahrain PDR process as reviewer and/or reviewee, as appropriate
- 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 colleagues to ensure student needs and expectations are met; act as leader of module or programme, or of significant sections of a programme

- Plan, co-ordinate and implement research programmes or engagement projects; organisation of 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

#### **Other tasks**

- Perform any other duties appropriate to the grade as may be required by the Dean of College.
- Comply with the personal health and safety responsibilities specified in the University Health and Safety policy;
- To engage with the University's commitment to put our students first and deliver services which are customer orientated, represent value for money and contribute to the financial and environmental sustainability of the University when undertaking all duties and aspects of the role.
- Promote equality and diversity for students and staff and sustain an inclusive and supportive study and work environment in accordance with University policy;
- 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

#### **Person Specification**

Consideration should be given to the following four themes which will be tested at each stage of the recruitment process:

- Teaching and learning
- Research and innovation
- Leadership, management enterprise and engagement

### 1. Qualifications

	The successful candidate should have:	Essential/ Desirable	Tested by* A, I, P
1	A first degree in Law from a recognised UK Higher Education Institution	E	A
2	A postgraduate degree in Law (from a recognised UK Higher Education Institution) or equivalent professional experience	E	A
3	A PhD in Law or willing to work towards	D	A
4	Hold a Post Graduate Certificate in Academic Practice or have FHEA (or equivalent)	E	A

### 2. Background & Experience

	The successful candidate should have:	Essential/ Desirable	Tested by* A, I, P
5	Experience of undertaking externally focussed activity	D	A / I / P
6	Experience of undergraduate and/or postgraduate teaching in Higher Education, with outstanding delivery and support of learning or equivalent professional experience	E	A / I / P
7	Experience of scholarship and research or equivalent professional experience	E	A / I

### 3. Knowledge

	The successful candidate should have demonstrable knowledge of:	Essential/ Desirable	Tested by* A, I, P
8	Current issues and priorities in Law	E	A / I / P
9	Theory, policy and research and practice related to Law	E	A / I / P
10	Understanding of the HEI sector and associated issues and priorities	D	A / I / P
11	Understanding of the student life cycle and the associated academic and pastoral needs students may have	D	A / I / P
12	Knowledge of pedagogy and contemporary teaching and learning techniques	D	A / I / P

### 4. Skills & Competencies

	The successful candidate should demonstrate:	Essential/ Desirable	Tested by* A, I, P
13	Excellent communication, mentoring, interpersonal and team working skills with the ability to work collaboratively within a multi-disciplinary team of academics and professional service staff	E	A / I / P
14	Outstanding delivery of teaching and support of learning	D	A / I / P

15	Ability to supervise at postgraduate and doctoral level	D	A / I / P
16	Ability to generate external funding	D	A / I / P
17	A firm commitment to personal and professional development	E	A / I / P
18	The ability to motivate, coach and support students and have knowledge of individual learning styles and development needs	E	A / I / P
19	Ability to manage quality procedures within an HE environment at programme and module level	D	A / I / P
20	Ability to demonstrate knowledge creation and dissemination	E	A / I
21	Ability to design and implement E learning and distance learning	E	A/I

**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 criterion you address\*\*.