

## MILITARY TECHNOLOGICAL COLLEGE– RECRUITMENT PAPERWORK

### 1. JOB DESCRIPTION

<b>Job Title:</b>	Lecturer
<b>Grade:</b>	H [MOD 3-4]
<b>Department:</b>	
<b>Location:</b>	
<b>Position Reference No:</b>	
<b>Cost Centre:</b>	
<b>Responsible to:</b>	Head of Department
<b>Responsible for:</b>	Teaching, research and related administration in Systems/Aero/Civil/Marine Engineering as appropriate.
<b>Effective date of job description:</b>	

#### **Context:**

The purpose of the College is to deliver vocational trade, specialist, undergraduate and post-graduate engineering programmes in a well-equipped and high-quality learning and teaching environment, resulting in the student's acquisition and application of knowledge and the achievement of operational competence and effectiveness at all levels.

#### **Purpose of Job:**

To teach, support students' learning, undertake and support appropriate research and perform administrative tasks.

Contribute to the effective delivery, assessment, coherence and continuous improvement of learning modules, in accordance with the MTC Strategic Plan and Procedures including:

- Implementing MTC and International Academic Quality Assurance procedures
- Participate in Examination boards, Module boards and appropriate committees
- Engage in scholarly and personal development activities
- Ensure that the module(s) are continuously improved and in line with evolving QA, TNA and MTC requirements

#### **Key Responsibilities:**

1. To undertake teaching duties in Aero/Systems/Civil/Marine as appropriate and related subjects, at foundation year, undergraduate and postgraduate level.
2. To develop and deliver teaching materials assessment of courses for delivery as required.
3. Contribute to assessment and examinations including moderation of material, marking, moderation of marking and timely feedback is provided as required by College policy.

4. Ensure that accurate and up to date student records, such as assignment, examination, projects marks and reports are maintained and submitted promptly.
5. To contribute to the learning and pastoral support of students inside and outside the classroom, such as personal tutorials and personal development.
6. To contribute to a range of administrative tasks including curriculum development and quality assurance within the teaching and learning processes for which the Department is responsible.
7. To carry out such duties within the Department and College on instructions of the Head of Department if called upon to do so.
8. To contribute to research and/or knowledge transfer in areas related to the existing themes and activities within the College. This includes guided research supervision, contribution to publication in peer-reviewed international journals and conferences and supporting income generation bids from a variety of funding sources.

**Working Relationships:**

Programme Leaders  
Course Teams  
Technical staff  
Head of Department  
Research Professor

## 2. PERSON SPECIFICATION

No	Attributes	Rating	Source
<b>1.</b>	<b>Specific Knowledge &amp; Experience</b>		
	Subject expertise in at least Aero/Systems/Civil/Marine as appropriate	E	AF, S
	Experience of teaching in the HE	D	AF, S
	Postgraduate experience in Aero/Systems/Civil/Marine as appropriate	D	AF
	Working knowledge of Aero/Systems/Civil/Marine as appropriate	D	AF, S
	Knowledge of Oman and UK Higher Education System & Quality Agenda.	D	AF, S
<b>2.</b>	<b>Skills &amp; Abilities</b>		
	Teaching experience at the required level	D	AF, S
	A high level of problem solving ability	E	AF, S
	Excellent written and verbal communication skills in English.	E	AF, S, P
	Proven ability to carry out quality research as evidenced by a publication record	D	AF, S
	High level of IT skills	E	AF, S, P
	Leadership skills	D	AF, S
	Ability to advise students on sensitive issues and direct to appropriate resources.	D	AF, S
	Ability to teach other engineering science subjects.	D	AF, S
<b>3.</b>	<b>Qualifications, Education &amp; Training</b>		
	BEng, MSc or PhD in an appropriate discipline, or appropriate professional experience.	E	AF
	Membership of a professional body or other recognized subject authority.	D	AF
	A qualification in Lecturing and/or Teaching	D	AF, S[P]
<b>4.</b>	<b>Other Requirements</b>		
	Experience of working in a military context.	D	AF
	High level of personal integrity and professional approach.	E	AF, S
	Committed to the values of Higher Education including widening access and participation.	E	AF, S
	Open-minded and a strong team player	E	AF, S
	Self-motivated and excellent organisational skills	D	AF

### Legend

Rating of attribute: E = essential; D = desirable

Source of evidence: AF = Application Form; S = Selection Programme  
(including: [I] = Interview; [T] = Test; [P] = Presentation; [R] = References)