

CEM Tutors – Quantity Surveying (1 post) & MEP Quantity Surveying (1 post)

Job Specification

Job description

Employment status:	Permanent, full time
Hours:	34.5 per week, Monday to Thursday, 9.00 a.m. to 5.00 p.m. and Fridays 9.00 a.m. to 4.30 p.m.
Location:	Reading; we are situated on the University of Reading Campus (Whiteknights)
Department:	Education
Manager:	Associate Dean, Bachelor Programme
Liases with:	Internal: Associate Deans for undergraduate/postgraduate programmes; Module Leaders; Course Leaders and Tutors and Academic Support Team (for allocation of tutors). External: Validating partner institutions and professional accrediting bodies, as required.

Important note:

The formal (internal) job title for each role will be CEM Tutor. For external facing communications tutors will be able to use the Tutor in Construction title. The College has five subject groupings across all its programmes/courses: Construction, Real Estate, Law, Management, and Economics.

Summary of the role

To deliver teaching; learning and assessment duties across modules within your subject domain, across all CEM undergraduate and postgraduate courses of study.

As part of this role you may undertake course leadership, relating to the BSc (Hons) in Building Services Quantity Surveying and/or BSc (Hons) in Quantity Surveying

Duties and responsibilities

- Perform duties in the following roles (as directed): Course Leader; Module Leader and Module Tutor for courses and modules within the subject grouping (see appendix);
- Attend the Board of Studies (undergraduate and/or postgraduate) as required;
- Provide input to new course development;
- Liaise with the Associate Dean (Programmes), where required, to ensure that the subject coverage is kept up to date across all courses

Job Specification

Continuation page

- Undertake advanced scholarship activities to deliver course materials for CEM programmes and to ensure you remain up to date in your academic subject, skills and professional field;
- Undertake academic tutor duties in line with your own professional and teaching experience;
- Any other reasonable duties as directed by your manager.

Line management responsibilities

None

Financial accountabilities

To ensure all allocated duties are undertaken and delivered within budget and to schedule.

Person specification

<u>Criteria:</u>	Essential	Desirable
Qualifications and training	<p>Relevant academic qualifications (to at least first degree level)</p> <p>Relevant professional qualifications or academic qualification at Masters level</p> <p>Teaching qualification, or willingness to undertake a qualification, (or relevant previous experience)</p> <ul style="list-style-type: none"> • Please note that the College will require you to undertake a Postgraduate Certificate in Academic Practice (PGCAP) if you do not have a teaching qualification • This will be undertaken at the University of Reading and the College will pay the course fees and support you by giving you time to attend lectures and study time (to be agreed) 	Academic qualification at Doctorate level
Previous experience	Experience of the subject specialism in a teaching or professional capacity	<p>We are particularly keen in applicants with expertise in:</p> <ul style="list-style-type: none"> • mechanical and electrical quantity surveying techniques (for the MEP Quantity Surveying Tutor post) • general construction and civil engineering quantity surveying techniques (for the Quantity Surveying Tutor post); <p>Other areas of interest are:</p> <ul style="list-style-type: none"> • Construction law • Commercial management in construction • Project management

Job Specification

Continuation page

		Professional practice experience Experience in a similar role; experience within the same or similar sector (higher education, charity)
Skills, knowledge and aptitudes	Respected amongst peers professionally and/or academically and personally Comfortable with ICT, innovation and change and ability to be creative and innovative Team player	
Other or special requirements	Ability to teach overseas, if required	

Benefits

- Salary circa £40,000 per annum, higher for qualified, experienced tutors.
- 24 days paid holiday (rising with service to 27) plus normally 8 paid bank / public holidays and 5 paid College closure days; all per holiday year.
- Pension scheme (Universities Superannuation Scheme) and life assurance.
- Parking on site (small monthly charge).
- Employee Assistance Programme.
- Childcare Vouchers.
- Voluntary Healthcare Scheme.
- Access to entertainment and leisure discounts.
- Private medical insurance.

Application process

Preferably by email to recruitment@cem.ac.uk

Please send the following documents:

- 1) Your up-to-date CV;
- 2) A covering letter outlining your suitability for the role with your salary details; and
- 3) A completed **Recruitment Check Form**, available from the jobs section of our website at www.cem.ac.uk

Informal discussion

For an informal discussion about the role please contact Balkees Noor-Mohamed, Dean of Undergraduate Programmes on 0118 921 4665 or email bnm@cem.ac.uk

For any other enquiries please contact HR on 0118 921 4612 / 4641 or email b.jennings@cem.ac.uk or l.wilks@cem.ac.uk

Closing date

Monday 13 February 2012 at **10.00am**