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**Job Description**

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| Job Title: | Teaching Fellow in the Centre of Excellence for Data Science, Artificial Intelligence, and Modelling (DAIM). |
| Faculty/Professional Directorate: | Faculty of Science & Engineering |
| Subject Group/Team: | DAIM |
| Reporting to: | Director of DAIM |
| Duration: | Fixed Term |
| Job Family: | Academic |
| Pay Band: | 7 |
| Benchmark Profile: | Teaching and Scholarship Band 7 |
| DBS Disclosure requirement: | N/A |
| Vacancy Reference: | \* |

**Details Specific to the Post**

**Background and Context**

The interdisciplinary Centre of Excellence for Data Science, Artiﬁcial Intelligence, and Modelling (DAIM) has been established to support research, teaching & training, and business-facing activity within the University of Hull, and wider region. The Centre is truly interdisciplinary from both teaching and research perspectives, and brings together academics and researchers from across all University faculties and research institutes with diverse interests in data science and artificial intelligence, as well as statistics, mathematics and programming, to address complex disciplinary and global challenges under a single umbrella.

The Centre supports the delivery of a highly successful Artificial Intelligence and Data Science MSc programme, along with its variants in Engineering, and in Healthcare, in response to the shortage of Data Science and Artificial Intelligence specialists, and a doctoral training programme that has been designed for postgraduate researchers from a range of subject specialisms relevant to the application of data science and artificial intelligence to solve real and complex problems. Candidates will be expected to teach in Python.

This post is for a full-time, fixed term Teaching Fellow within DAIM. The postholder will have excellent communication and personal supervision skills and be able to engage, motivate and support students. They will be expected to make significant contributions to supporting the academic progress of students, to support teaching, and to deliver a positive impact on the student experience. Preference will be given to candidates who are able to provide teaching support across a number of subject areas relevant to DAIM and who complement and enhance the overall disciplinary balance within DAIM.

**Specific Duties and Responsibilities of the post**

The post holder will primarily be expected to:

* Teach into the MSc for Artificial Intelligence and Data Science, its variants (especially Healthcare or Engineering), and other courses as required.
* Identify learning needs of students and define appropriate learning objective, ensuring that content, methods of delivery and learning materials will meet the defined learning objectives.
* Develop own teaching materials, methods and approaches with guidance, translating knowledge of advances in the subject area into the course of study.
* Act as Module Leader as required.
* Seek ways of improving performance by reflecting on teaching design and delivery and obtaining and analysing feedback.
* Select appropriate assessment instruments and criteria, assess the work and progress of students by reference to the criteria and provide constructive feedback to students.
* Share responsibility in deciding how to deliver modules and assess students.
* Contribute to support of students in a pastoral role and act a personal supervisor for students as required.
* Create and supervise student projects, including MSc research projects.
* Fully engage with the University’s virtual learning environment in addition to working with students in-person.
* Have the ability to communicate complex conceptual ideas to widely divergent audience.
* Build internal contacts and participate in internal networks for exchange of information and to form relationships for future collaboration, for example faculty committees.
* Join external networks to share information and identify potential sources of funds.

**GENERIC JOB DESCRIPTION**

The job duties and responsibilities listed below are intended to describe the general nature of the role. The duties and responsibilities and the balance between the elements in the role may change or vary over time depending on the specific needs at a specific point in time or due to changing needs in the department. Candidates should note that there may not be an immediate requirement to carry out all the activities listed below.

### Overall Purpose of the Role

The standard academic role at the University includes a combination of teaching, research, scholarship and administration. While all roles will combine these areas of work, the relative weight of each will vary from level to level and over time for individual role holders.

At this level post holders will provide teaching and undertake assessment in for a specified module or modules.

Staff at this level will teach as a member of a teaching team within an established programme of study, with the support of a mentor as per induction procedures.

The role holder may oversee postgraduate students and act as a personal tutor for students within the department.

**Main Work Activities**

### Teaching and Learning

* Teach in a variety of settings from small group tutorials to large lectures.
* Identify learning needs of students and define appropriate learning objectives.
* Ensure that content, methods of delivery and learning materials will meet the defined learning objectives.
* Develop own teaching materials, methods and approaches with guidance.
* Develop the skills of applying appropriate approaches to teaching.
* Seek ways of improving performance by reflecting on teaching design and delivery and obtaining and analysing feedback.
* Translate knowledge of advances in the subject area into the course of study.
* Select appropriate assessment instruments and criteria, assess the work and progress of students by reference to the criteria and provide constructive feedback to students.
* Supervise the work of students, provide advice on study skills and help them with learning problems.

**Relationships and Team Working**

* Build internal contacts and participate in internal networks for exchange of information and to form relationships for future collaboration, for example faculty committees.
* Join external networks to share information and identify potential sources of funds.
* Collaborate with academic colleagues on course development, curriculum changes and the development of research activity.
* Attend and contribute to subject group meetings.
* May be expected to act as Module leader.
* Contribute to collaborative decision-making with colleagues on academic content, and on the assessment of students’ work.
* Share responsibility in deciding how to deliver modules and assess students.

### Additionally the post holder will be required to:

* Fulfil the employees’ duties described in the University’s health and safety policies and co-operate with the health and safety arrangements in place within the department. May be required to undertake specific health and safety roles on request e.g. Display screen equipment assessor, departmental safety officer, fire warden
* Show a commitment to diversity, equal opportunities and anti-discriminatory practices. This includes undertaking mandatory equality and diversity training
* Comply with University regulations, policies and procedures
* Where a candidate cannot demonstrate experience of teaching and /or they do not already hold a Postgraduate Certificate in Academic Practice, they will be required to undertake a Postgraduate Certificate in Academic Practice if successful. Proven experience of teaching would include sufficient breadth or depth of specialist knowledge in the discipline and of teaching methods and techniques

**PERSON SPECIFICATION – Teaching and Scholarship Band 7**

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| **Specification** | **Essential** | **Desirable** | **Examples Measured by** |
| **Education and Training**  Formal qualifications and relevant training | **Evidence of:**   * A good degree, and a PhD or equivalent which at minimum must be submitted prior to commencement. * Demonstrable background through teaching, research, or career experience in at least one aspect of: Artificial Intelligence, Data Science and Modelling. * Programming skills are required (e.g. Python, R); candidates will be expected to teach in Python. | * Demonstrable background in Statistics. * Willingness to upskill in directed aspects of: Data Science, Artificial Intelligence or/and Statistics. * Recognised professional accreditation where appropriate. * Expertise in an area of interest to DAIM, especially Healthcare or Engineering. * PCAP qualification or equivalent. | Application  Interview  Other |
| **Work Experience**  Ability to undertake duties of the post | **Evidence of:**   * Ability to teach effectively at undergraduate and postgraduate level in a variety of teaching modes * Ability to design and supervise student projects |  | Application  Interview  Other |
| **Skills and Knowledge**  Includes abilities and intellect | **Evidence of:**   * An extensive knowledge and understanding of undergraduate and postgraduate education within a relevant discipline * An ability to communicate complex conceptual ideas to widely divergent audiences | * Experience with the Canvas virtual learning environment * An active contribution to University activities such as committees and teaching enhancement groups | Application  Interview  Other |
| **Personal Qualities**  Includes any specific physical requirements of the post – (subject to the provisions of the Equality Act 2010) | **Evidence of**:   * Working in an open and transparent way, providing information and communicating effectively with colleagues (i.e., evidence of good collegial academic citizenship) * Collaborative working practises | * A positive contribution to University activities and initiatives including open days, graduation ceremonies etc. and willingness to undertake administrative activities * Continuous Professional Development | Application  Interview  Other |