



## Job Description

<b>Post/Job Title:</b>	<b>Demonstrator in Journalism (Shorthand)</b>
<b>Ref:</b>	<b>149</b>
<b>Location including building:</b>	<b>Talbot Campus</b>
<b>Faculty/Support Service:</b>	<b>Faculty of Media &amp; Communication</b>
<b>Group/Section:</b>	<b>Communication &amp; Journalism</b>
<b>Normal hours per week:</b>	<b>0.69 fte</b> <b>(Some flexibility will be required in order to ensure that key time scales and deadlines are met).</b>
<b>Grade:</b>	<b>5</b>
<b>Accountable to:</b>	<b>Head of Department – Communication &amp; Journalism</b>

### Job Purpose

Your key responsibility will be for practical demonstrations and instruction to undergraduate and postgraduate students, to supervise practical work and to perform associated advisory and support services with regard to shorthand (Teeline) Journalism skills. Ideally you will have an understanding of Teeline shorthand as used by the NCTJ. You will be expected to support the Department and the relevant Programme Teams in terms of curriculum development, student recruitment, income generation, as well as research/consultancy activities.

### Main Responsibilities

#### **Students and Learning**

- Instructing students in shorthand techniques and providing practical demonstrating in collaboration with appropriate members of the academic staff.
- Preparing students for appropriate shorthand tests and where appropriate, setting and marking the tests.
- Compiling learning materials and contributing to the preparation and delivery of schemes of work as appropriate to the experience and specialisation of the appointee.
- Monitor student performance, support delivery of units and provide effective feedback to lecturers and guidance to students;
- Contributing to the development of journalism within the Department.
- Advising on appropriate hardware and software use and procurement, as required by the Department.
- Maintaining a programme of personal professional development.
- Undertaking other associated duties as required from time to time by the Head of Department.

#### **Research and Enterprise**

- Assist as a team member in research projects that contribute towards the Faculty's agreed objectives, as required.
- Support the development and delivery of enterprise activities as required.

#### **Other**

- Assist as required with Faculty marketing and administrative activities.
- Maintain own personal and professional development in line with agreed personal development plan within the appraisal process.

## **Contacts**

**Internal:** undergraduate / postgraduate students, academic and administrative colleagues, together with managers across the University.

**External:** academics in other institutions, media organisations, both nationally and internationally.

## **Challenges**

- To be engaged with the continued development of journalism and, in doing so, enhance the student learning experience.
- To support the delivery of journalism within undergraduate and postgraduate journalism education.
- To contribute to the sustained excellence of a student learning experience in journalism education, which is academically rigorous, professionally relevant and resource efficient.

## **Information Governance Responsibilities**

### **Data User**

- i. Comply with the associated data protection, information security, information management and information technology regulations, policies, processes and procedures.

## **Safeguarding and Regulated Activity**

If the role involves engaging in regulated activity relevant to vulnerable groups including children and disabled adults, it is an [offence to apply for](#) and perform the role, if a person is barred from engaging in regulated activity. Further information is available in BU's [Safeguarding Policy](#) and Suitability Statement on the Recruitment and Employment of Ex-offenders.

## **Additional Information**

NB:

BU is an equal opportunities employer which values a diverse workforce. The post holder must at all times carry out their responsibilities with due regard to the University's Dignity, Diversity and Equality Policy Statement.

Our highly skilled and creative workforce is comprised of individuals drawn from a broad cross section of the globe, and who reflect a variety of backgrounds, talents, perspectives and experiences to build our global learning community. Through fused activity, the post holder must have an understanding of and commitment to promoting a global outlook.

All employees have an obligation to be aware of and comply with the Universities Sustainability Policy, Carbon Management Plan and associated documents, and to ensure that whilst at work that they demonstrate the adoption of sustainable habits or practices and carry out their day-to-day activities in an environmentally responsible manner.

**SEPTEMBER 2024**



## Person Specification

Post / Job Title: Demonstrator in Journalism (Shorthand)	Post No:
Faculty / Service: The Faculty of Media & Communication	Date:
<b>SELECTION CRITERIA</b>	<b>Essential / Desirable</b>
Knowledge (including experience & qualifications)	
Relevant degree or equivalent	E
Current teaching or demonstrating experience in a relevant academic environment, ideally at undergraduate level	D
Knowledge and application of key television journalism technical skills	E
Broad knowledge of the media industry in particular TV studio / newsroom workflow	E
Good knowledge of the Adobe Creative Suite, specifically Adobe Premiere Pro	E
Relevant Postgraduate qualification	D
Relevant research and/or consultancy activity	D
Skills	
Excellent communication skills	E
Strong organisational ability	E
Good team working skills	E
Good academic research skills	E
Practised IT skills	E
Attributes	
Strong commitment to a Higher Education academic environment	E
Ability to work in a flexible manner within a variety of academic activities	E
Evidence of good professional links with a range of local and regional event organisations and bodies	E
Personable, enthusiastic and self-motivated	E
Evidence of clear professionalism and planned personal development	E
Well informed over current practices and relevant issues facing undergraduate degrees specifically, as well as Higher Education institutions more generally	D