

Person Specification

Post Title:	Visiting Fellow	
Salary range:	£15,000 stipend, plus accommodation in Jersey and a travel allowance.	Date Compiled: June 2021
Attributes	Essential *	Desirable
Knowledge	<p>Knowledge of approaches to teaching and learning in law</p> <p>Good knowledge of contemporary teaching practices within Higher Education</p> <p>A good knowledge of Microsoft 365 suite of products, working with Microsoft Office suite, including Outlook, Word, Excel and SharePoint</p>	<p>Understanding of key developments and trends in legal education</p> <p>An understanding of legal research within the Higher Education Sector</p> <p>Experience of working in a virtual learning environment (e.g. Blackboard, Moodle, Neolms)</p>
Skills	<p>Highly collaborative team member with the ability to work somewhat independently as well as part of a team, as required. The ability to create and maintain strong working relationships</p> <p>Good interpersonal skills and an ability to communicate complex ideas effectively to students using a variety of teaching methods, thereby enhancing the student experience</p>	<p>Supervisory skills</p> <p>It skills</p>

	<p>Excellent technical skills and fully conversant with appropriate industry standard software/professional practices</p> <p>Ability to manage academic processes in a Higher Education environment</p> <p>Good administrative, IT, and analytical skills</p>	
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Experience	<p>Higher Education teaching experience and/or experience of professional legal practice</p> <p>Experience supporting and/or mentoring students or colleagues</p> <p>Experience setting and marking assessment and examinations</p>	<p>Experience organising academic conferences or events</p> <p>Experience supervising or commenting on research projects</p>
Qualifications & Professional Recognition	<p>A first degree in law and a PhD (or be nearing completion of a PhD)</p>	<p>Master's qualification</p>
Special Requirements	<p>Ability to work evenings and weekends as required</p>	

Competencies	COMPETENCY - ESSENTIAL	COMPETENCY - DESIRABLE
	<p>Organisation and delivery</p> <p>Plans time taking account of organisational priorities and other colleagues' work roles to achieve results.</p> <p>Team working</p> <p>Collaborative team member who contributes to the Institute's wider development and who offers and seeks support.</p> <p>Communicating and influencing</p> <p>Communicates effectively with internal team members and external service providers and colleagues</p> <p>Networks internally and is supportive of colleagues and students</p> <p>Creativity and Innovation</p> <p>Reviews, tests and implements new concepts, models and approaches to teaching and student support.</p>	<p>Making informed decisions</p> <p>Ensures optimum decisions are taken, following consultation with the CEO, Associate Dean and other colleagues, where necessary.</p> <p>Customer focus</p> <p>Works to identify student and team needs.</p> <p>Seeks feedback and develops service delivery accordingly.</p> <p>Influences and develops ideas to enhance student satisfaction.</p>
Person Specification drawn up by:	Dr. Mark Humphreys	Date: June 2021
Approved on behalf of the Board by:	Jeremy Heywood	Date: July 2021