

## Job Description

<b>Position:</b>	Lecturer Business Management
<b>School/Services:</b>	Off Campus Division
<b>Reference:</b>	TBC
<b>Grade:</b>	Grade 7
<b>Status:</b>	Permanent
<b>Hours:</b>	Full-Time
<b>Responsible to:</b>	Professor in Practice
<b>Responsible for:</b>	Delivery of teaching, assessment, curriculum development and associated research and enterprise initiatives.

### Main Function of the Post:

To teach on undergraduate and taught postgraduate programmes across the Business and Management portfolio while contributing to the management of these programmes as appropriate in dedicated areas across the Business Management and Accounting programmes (depending on area of specialism and business need) at both undergraduate and postgraduate.

Lecturers contribute to the development of all academic facets within the school focussing on one or more of the above subject areas and to the wider portfolio of the School/University as appropriate. Role-holders are expected to undertake knowledge exchange, enterprise and other scholarly activities and/or high-level professional creative practice in the field of Business Management and Accounting.

### Principal Duties and Responsibilities:

1. Support the management and direction of students and learning resources as assigned by Operations and Strategy Lead.
2. Develop and deliver resources, teaching materials and assessments to meet programme/course/student frameworks and learning outcomes on a range of programmes.
3. Supervise the work of taught undergraduate/postgraduate and/or research students, as required.
4. Set, mark and assess students' work, ensuring learning outcomes have been met and feedback is both detailed and constructive.
5. Undertake research and/or other agreed scholarly activity in order to contribute to the development of the field and to further the Academic Group/University's standing in the HE sector and wider community.
6. Prepare appropriate proposals and applications to external bodies to support knowledge exchange, research and generate additional income/opportunities for the University as agreed.

7. Use initiative, creativity and judgement in the development of appropriate research methodologies to further scholarly/enterprise activity in the area.
8. Interact on a professional level with relevant internal and external professional bodies to ensure currency of knowledge, relevancy and accreditations.
9. Participate in the development of internal and external partnerships to disseminate information, share best practice, establish opportunities for collaborative work and enhance the reputation of the Academic Group/University.
10. Design, review and adapt module content in response to student feedback and need.
11. Teach on academic/research programmes across the Academic Group.
12. Engage with quality assurance processes/procedures to ensure that Academic Group/University standards are met.
13. Participate and contribute to University/Academic Group/Programme meetings/boards as appropriate to the role.
14. Support in the management of PhD Studentship candidates employed by the Division.
15. Provide a first point of contact for student welfare issues, referring problems on where they are complex or serious.
16. Introduce new starters to the Academic Group, providing support and training on the skills, processes, systems and activities of the Academic Group.
17. Provide feedback to colleagues via peer mentoring schemes to support the development of self and others.
18. Carry out personal and professional development to enhance subject authority and to contribute to the University's reputation for academic and professional excellence.
19. Ensure and maintain integrity and confidentiality of data and associated data protection requirements in line with statutory and corporate requirements
20. Ensure a safe working environment and abide by University health and safety policies and practices and to observe the University's Equal Opportunities policy and Dignity at Work policy at all times.
21. Awareness of environmental and sustainability issues and a commitment to the University's associated strategy with respect to the performance / delivery of key responsibilities of the role

**Note:**

This is a description of the role requirements as it is presently constituted. It is the University's practice to periodically review job descriptions to ensure that they accurately reflect the role requirements to be performed and if necessary update to incorporate changes where appropriate. The review process will be conducted by the relevant manager in consultation with the role-holder.

The university is committed to upholding academic freedom and freedom of speech within the law. We support open and respectful debate, the exchange of ideas, and the right of staff and students to question, test, and advance knowledge without constraint, while recognising the responsibility to exercise these freedoms in a way that respects the rights of others.

## Person Specification

<b>Position:</b> Lecturer Business Management		<b>Reference:</b>	
<b>School/Service:</b> Off Campus Division		<b>Priority</b>	
<b>Criteria</b>		<b>(1/2)</b>	<b>Method of Assessment</b>
<b>1 Qualifications</b>			
1 a)	Honours degree in relevant subject area i.e Business Management with a defined specialism	Priority 1	CV / Documentation
1 b)	A postgraduate qualification i.e MBA, MA or MSc in relevant subject area	Priority 1	CV / Documentation
1 c)	Membership of relevant professional body such as CMI, CIPS, CIM, CIPD etc.or significant industry experience	Priority 2	CV / Documentation
1 d)	A relevant teaching qualification and/or fellowship status of the Higher Education Academy (HEA), or a willingness to obtain fellowship membership of the HEA within a specified time frame	Priority 1	CV / Documentation
1 e)	PhD/Professional Doctorate/MPhil or willing to complete	Priority 2	CV / Documentation
<b>2 Skills / Knowledge</b>			
2 a)	Able to teach on other business related subjects depending specialism and related knowledge	Priority 2	CV / Interview
2 b)	Able to contribute to the development and delivery of undergraduate/postgraduate programmes in OFF CAMPUS DIVISION	Priority 1	CV / Interview
2 c)	Credible teaching and assessment skills within specified Business and Management/Accounting subject areas	Priority 1	CV / Interview / Assessment
2 d)	Proven ability to work effectively independently and with others as a team member	Priority 1	CV / Interview
2 e)	Able to operate systems and processes to enhance quality and teaching and learning excellence	Priority 1	CV / Interview
2 f)	Ability and commitment to undertake appropriate subject specific research and/or enterprise activity and/or high level professional practice within the field	Priority 1	CV / Interview
2 g)	Knowledge and experience in supervising student work and providing appropriate support/feedback	Priority 1	CV / Interview
2 h)	Possess sufficient breadth and/or depth of specialist knowledge to work within established programmes and to contribute to research in the area of Business and Management/Accounting	Priority 1	CV / Interview
2 i)	Excellent written and oral communication skills and the ability to influence and persuade people at all levels and to exchange complex concepts in a manner appropriate to the audience	Priority 1	CV / Interview / Assessment

<b>3</b>	<b>Experience</b>	
3 a)	Teaching, research and programme delivery experience	Priority 1
3 b)	Experience of contributing to and implementing quality assurance procedures	Priority 2
3 c)	Experience in using and developing new technologies and professional practice initiatives relevant to the subject area	Priority 1
3 d)	Experience of preparing proposals/applications to external bodies to secure funding and developing successful partnership arrangements with industrial/educational providers	Priority 2
3 e)	Experienced and able to support knowledge exchange and research as required	Priority 1
3 f)	Experience in developing and delivering successful learning and teaching improvements	Priority 1
<b>4</b>	<b>Personal Qualities</b>	
4 a)	Awareness of the requirements associated with operating within a customer service environment	Priority 1
4 b)	Able to successfully lead and manage discrete projects	Priority 1
4 c)	Able to critically reflect on all aspects of own contributions to the role and support innovation in HE	Priority 1
4 d)	Able to network effectively with local/national employers and organisations	Priority 1
4 e)	Able to demonstrate sensitivity in dealing with colleagues/partners and stakeholders from different cultural backgrounds	Priority 1
<b>5</b>	<b>Other</b>	
5 a)	Willing to undertake staff development, which may take place outside the University	Priority 1
5 b)	Awareness of the principles of the Data Protection Act, Health and Safety, UKVI, Freedom of Information Act, PREVENT and the Bribery Act	Priority 1
5 c)	Commitment to the University's policy on equal opportunities and diversity	Priority 1
5 d)	Available to work flexibly and travel as appropriate in order to meet the needs of the service.	Priority 1

Note:

1. **Priority 1** indicates **essential** criterion – an applicant would be unsuccessful if unable to satisfy all Priority 1 criterion.
2. **Priority 2** indicates **desirable** criterion - applicants failing to satisfy a number of these are unlikely to be successful.
3. It is the responsibility of the employee to ensure any professional accreditation/membership remains current
4. Employees are expected to have access to suitable IT equipment and broadband internet access at home to work remotely if required