



FACULTY OF BUSINESS & LAW

JOB DESCRIPTION & PERSON SPECIFICATION for LECTURER

JOB INFORMATION

Post Title:	Lecturer
Grade:	7
Salary Range:	£33,208 - £40,802 pro rata per annum
Mode:	3 posts (1 x permanent full time, 2 x 0.2 FTE 1 year fixed term)
Ref No:	REQ006966

JOB DESCRIPTION

Purpose

1. To contribute to teaching and learning in the field of expertise.
2. To engage actively in research/scholarly activity as appropriate and income generation with a particular focus on area of expertise.

All role holders will have a growing reputation in a combination of teaching and/or scholarship and/or research and/or enterprise, a good understanding of resource management and administration in their own area. Typically, roles will incorporate at least two areas of focus. Role holders will contribute to income generation and the continual enhancement of the activity, knowledge and values required for internationalising HE.

Main Duties and Responsibilities

1. To take responsibility for development, preparation and delivery of teaching, learning and assessment both at undergraduate and postgraduate levels including module leadership where appropriate. To contribute to the development, organisation and management of the curriculum to include international and intercultural experiences.
2. To demonstrate good practice in teaching, learning and assessment through the use of a wide range of learning resources and appropriate pedagogic practice.
3. To ensure that teaching is informed by contemporary research in the relevant field and develops the ability of students to engage in debate, critical discourse and rational thinking.
4. To contribute to the wider student experience e.g. through personal tutoring, participation in recruitment, involvement in employability initiatives.
5. To reflect critically on personal teaching practice, implement improvements, and engage actively with the quality monitoring and enhancement processes.
6. To undertake research/scholarly activity, as appropriate, through a range of approaches:
 - contributing actively to Faculty Research Centres or communities of practice internally and/or externally
 - working on externally-funded projects or contracts
 - assisting with bid-writing or tendering for external funding

- disseminating research/scholarly outputs using a range of media e.g. academic publications, external reports, conference presentations, short courses for knowledge transfer, exhibitions, performances
 - developing external networks nationally and/or internationally
 - supervising research students
7. To assist with development of external partnerships in the UK and/or overseas and development of relationships with professional organisations and agencies where appropriate.
 8. To work effectively as a team member, contributing to committees and working groups, and where appropriate supervising or mentoring other members of staff.
 9. To undertake professional development in support of both teaching and research.

AND such other duties as are within the scope of the spirit of the job purpose, the title of the post and its grading.

Supervision Received

Head of School/Deputy Head/Associate Head
Programme leaders / Directors of Faculty Research Centres as appropriate
Academic Dean and Associate Deans of Faculty

Supervision Given

Assistant Lecturers

PERSON SPECIFICATION for LECTURER

ATTRIBUTES	ESSENTIAL	ADVANTAGEOUS
Education/Qualifications	<p>PhD in Business in relevant subject</p> <p>Or (if from Professional practice background) a good Honours Degree and (and/or Masters degree) and appropriate professional qualifications and/or membership and/or equivalent professional qualifications that might be considered as equivalent to a PhD</p> <p>Detailed understanding and knowledge of academic theory and/or practice in a relevant subject/discipline</p>	<p>Active membership of a professional body</p> <p>Recognised teaching qualification</p> <p>HEA Accredited</p>
Teaching Experience	<p>Some teaching experience at higher education level with evidence of successful student learning outcomes</p> <p>Or (If from Professional practice background) evidence of high quality presentation skills, and evidence of coaching, or mentoring and teaching other professionals</p> <p>Willingness to undertake a teaching qualification (if not already qualified)</p>	<p>Evidence of contribution to the wider student experience</p> <p>Evidence of good pedagogic practice</p>
Research/Scholarly Activity	<p>Experience of working on research/scholarly projects or contracts, supported by evidence of contribution to appropriate output.</p> <p>Or (If from Professional practice background) experience of professional practice/consultancy work including evidence of effective application of solutions to business/practice problems, with associated reports or other outputs</p>	<p>Experience of partnership working with external organisations</p> <p>Evidence of contribution to research group or network or community of practice</p> <p>Recent, relevant, business experience</p>
Job-related skills and capabilities	<p>Ability to work independently, to take the initiative, and to innovate</p> <p>Commitment to delivering high quality services to students and external clients</p> <p>Good organisational skills</p> <p>Suitable level of proficiency in ICT and understanding of its application to teaching, learning and applied research</p> <p>Ability to support the development and delivery of professional learning</p>	<p>Evidence of successful professional networking</p> <p>Some experience of managing or administering</p>

	<p>and development programmes and contribute to other commercial activity associated with teaching</p> <p>Ability to develop and maintain successful external and internal networks to seed relationships for future business collaborations</p> <p>Ability to contribute to the development and delivery of transnational education partnerships and international commercial projects</p> <p>An appreciation of other cultures; the global reach of the University and its International agenda</p>	
Interpersonal Skills	<p>Effective oral and written communication skills in both individual and group situations</p> <p>Ability to work as a member of a team or group</p> <p>Ability to relate to students with diverse backgrounds, ages and experience</p> <p>Ability to relate to a range of external clients and partners of the university from the private/public/voluntary sectors</p>	
Other Requirements	<p>Willingness to undertake academic activities in the evening when necessary, and participate in occasional weekend activities such as recruitment days</p> <p>A willingness to travel local, nationally and internationally as required to undertake academic and related activities</p> <p>Ability to contribute to the development of the curriculum to include international and intercultural experiences</p>	<p>Experience of living/ working abroad</p> <p>Competence in more than one language</p>