



Job Title: Lecturer (Teaching Focused)

Grade: 8

Salary: £40,322 to £49,553 per annum

Department: School of Business

Hours/Contract: Full time, fixed term contract from 1st May 2020 for 12 months or upon the return of the postholder, whichever sooner.

Role Purpose

You will contribute to the delivery and development of the School’s undergraduate curriculum and the School’s taught postgraduate provision both face to face and via distance learning.

You will be responsible to the Head of Division and Dean of ULSB and will undertake scholarship, teaching and administration and other activities supporting the work of the School and developing and enhancing its reputation.

Principal Responsibilities	% Time
<p>Teaching</p> <ul style="list-style-type: none"> • Teach at undergraduate and postgraduate levels, including via distance learning as appropriate • Supervise dissertations by undergraduate and postgraduate students, including via distance learning • Cooperate with colleagues in the review and development of the curriculum and in the design and launch of new degrees or other academic awards where appropriate • Ensure that student feedback on teaching is sought, through questionnaires and other means, and respond constructively to such feedback and to advice from peers • Maintain a broad knowledge of up-to-date research and scholarship in relevant fields to ensure that teaching meets the standards expected within a research-led University • Contribute to the teaching excellence and prestige of the School by seeking and sustaining membership of the HEA at the relevant level of seniority • Undertake academic duties (e.g. setting examination papers, marking, invigilation and pastoral support of students) required to sustain the delivery of high quality teaching • Support and comply with the University and School’s teaching quality assurance standards and procedures, including the provision of such information as may be required by the School or the University 	60%





<p>Scholarship</p> <ul style="list-style-type: none"> • Establish a sound base of knowledge through scholarship of your field. • Publish monographs or articles in leading peer-reviewed journals and volumes • Secure, in collaboration with colleagues as appropriate, external funding through grants or contracts to support a well-defined scholarship agenda, which will deliver outputs of international excellence • Contribute to the visibility and impact of scholarship and research activities, as appropriate, by engaging with policy-makers, societal stakeholders and the general public • Consistent with the resources available and School and other obligations, attend and present findings and papers at academic and professional conferences, and contribute to the external visibility of the Division and School • Ensure that all research activities undertaken are in compliance with the 'Research Code of Conduct' operated by the University 	<p>20%</p>
<p>Administration</p> <ul style="list-style-type: none"> • Undertake such specific School roles and management functions as may be reasonably required by your Head of Division and the Dean of the School (or such persons to whom responsibility may have been delegated) • Attend School meetings and participate in other committees and working groups within the School, the College and the University to which appointed or elected • Engage in continuous professional development, for example through participation in relevant staff development programmes • Participate in relevant professional activities • Ensure compliance with health and safety requirements in all aspects of work 	<p>20%</p>
<p>Enterprise</p> <ul style="list-style-type: none"> • Seek opportunities to generate income from activities in support of the enterprise agenda (including CPD, working with external organisations, both nationally and internationally, commercialisation, commissioned research and consultancy). 	<p>Enterprise, Leadership are included in and span across the Teaching, Research and Admin elements above.</p>
<p>Leadership</p> <ul style="list-style-type: none"> • Provide leadership at School level in related fields of expertise as appropriate • Coaching and mentoring of more junior members of staff • Undertake, subject to agreement of the Dean of the School and the University as appropriate, external commitments that reflect well upon and enhance the reputation of the University 	<p>Enterprise, Leadership are included in and span across the Teaching, Research and Admin elements above.</p>





Internal and External Relationships

Coordination with central University offices as required.
External representation on national/international scientific bodies/committees.
Delivery of presentations at national/international conferences and meetings as appropriate.

Planning and Organising

Long term planning/organisation of work in delivery of varied aspects of the job specification.
Seek guidance from academic mentors, administrative support staff and other academic colleagues as required.

Qualifications, Knowledge and Experience

Essential

- Recognised expertise in a specialist field*
- PhD completed or registered and close to completion or significant relevant experience in a relevant field *

Desirable

- Experience of postgraduate dissertation supervision
- Skills in mentoring/advising and motivating students
- Fellowship of the Higher Education Academy

Skills, Abilities and Competencies

Essential

- High level of proficiency in English, sufficient to undertake research, teaching and administrative activities utilising English Language materials and to communicate effectively with staff and students
- Proven ability to initiate, develop and deliver high quality scholarship and to publish in forms that are internationally recognised as excellent*
- Demonstrated ability to contribute to the teaching of one or more modules at undergraduate and postgraduate levels*
- Demonstrated commitment to excellence and innovation in teaching and pedagogical development
- Excellent written* and verbal communication skills, including good IT competency
- Ability to work independently and as part of a team on research and teaching programmes
- Ability to plan, organise, implement and deliver programmes of work





Desirable

- Ability and willingness to travel and represent the University at external meetings and conferences
- Experience of or familiarity with Distance Learning provision*

****Criteria to be used in shortlisting candidates for interview***

Criminal Declaration

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.

VITAL

The University encourages all staff to live our [VITAL values](#) which are:
Valuing People, Innovators, Together, Accountable, Leaders.

Equality and Diversity

We believe that equality, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equality support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equality, diversity and inclusion.

