

BISHOP GROSSETESTE UNIVERSITY

JOB DESCRIPTION

Title of Post: Lecturer in Business

Grade: Grade 7

Responsible to: Programme Leader for Business

MAIN PURPOSE OF THE JOB

To undertake a range of teaching, knowledge exchange and scholarship activities, and other duties as a member of the team for Business but making contributions to other areas of the institution's portfolio as appropriate.

This role is core to the delivery of our Business and Enterprise offer, which comprises of on campus and online learning, plus support to our UK and International partnerships.

KEY TASKS

Teaching and Learning Support

Support in:

- The design and delivery of relevant programmes, at BGU, on-line and off-site, including the supervision of placement or work-based learning (using an appropriate range of teaching strategies).
- The design of teaching material and delivery either across a range of modules or within the subject area.
- Reviewing on a regular basis course content and materials, updating when required.
- Ensuring that course design, delivery and assessment comply with the quality standards and regulations of the University and department.

Further teaching responsibilities:

- Use appropriate teaching, learning support and assessment methods.
- Supervise student projects, and/or field trips and, where appropriate, placements and partnership activities. This includes the possibility of occasional UK and International travel.
- Develop and apply appropriate teaching techniques and material which create interest, understanding and enthusiasm amongst students.
- Contribute to the processes of annual monitoring, periodic review and inspection at a programme level.
- Monitor student progression and achievement.
- Provide appropriate support and advice to students.

Scholarship

- Undertake an appropriate level of knowledge exchange, publication and/or scholarship in a relevant discipline.
- Support the development and delivery of knowledge exchange projects and proposals.

- Support the identification of sources of funding and contribute to the process of securing funds.
- Apply knowledge acquired from scholarship/knowledge exchange to teaching and appropriate external activities.
- Write or contribute to publications or disseminate scholarly findings using other appropriate media

Liaison and networking

- Participate in the recruitment, selection and admission of students.
- Participate in and help develop internal and external networks for the benefit of the University.

Managing people

- Mentor colleagues with less experience and advise on personal development.
- Depending on the area of work, supervise the work of others (e.g. as a module tutor).

Teamwork

- Act as a responsible team member and develop productive working relationships with other members of staff.
- Collaborate with colleagues to identify and respond to students' needs.

Pastoral care

- Be responsible for the pastoral care of students within a specified area.

Planning and managing resources

- As a module leader or tutor, co-ordinate with others (such as support staff or academic colleagues) to ensure students' needs and expectations are met.
- Assist the Programme Leader by contributing to the administration of programmes, including the preparation of documentation of designated modules.

General

- Maintain professional standards in relationships, including non-discriminatory practices.
- Participate in the wider academic and professional life of the University through membership of committees, working groups and examination boards and through attendance at other events as appropriate.
- Adopt a client-centered approach and to deal promptly and considerately with members of the public, staff and students.
- Participate in relevant training and staff development activities.
- Undertake any other duties that may reasonably be required.

Performance Monitoring and Review

- Agree objectives and targets with the Line Manager in accordance with University priorities and participate in the staff appraisal process.

- Provide written reports on activity as requested.

Health and Safety

- Discharge all relevant health and safety responsibilities.

MAIN CONTACTS

- Programme Leader for Business
- Members of the programme team

LIMITS OF AUTHORITY

- The post-holder must operate within the University's guidelines, procedures and regulations related to academic affairs.
- The post-holder must operate within all the University's institutional policies and codes of practice.

PERSON SPECIFICATION

Lecturer in Business

	Essential	Desirable
Education/Qualifications and Special Training	<p>A relevant first degree.</p> <p>A relevant higher degree.</p>	<p>Fellowship of the HEA.</p> <p>Membership of professional body.</p> <p>PhD/EdD (completed or nearing completion).</p>
Knowledge and Skills	<p>Subject expertise in Business</p> <p>Ability to plan, structure, deliver and assess programmes of study for a range of learners.</p>	<p>A grasp of the issues pertaining to widening access and participation.</p> <p>Specialist knowledge sufficient to support and deliver teaching and supervision up to and including doctoral level.</p>
Experience	<p>Successful experience of teaching or working in Higher Education.</p>	<p>Track record of research publication/output.</p> <p>Experience of supervising students up to doctoral level.</p>
Personal Attributes	<p>Conscientious, flexible, enthusiastic, and self-motivated.</p> <p>Creative, progressive and forward thinking in solving problems.</p> <p>Student-centered; willing to offer help and support, approachable.</p> <p>Interest in, and a willingness to engage in the recruitment of students and the marketing of courses.</p> <p>Committed to the success of the Faculty and the University.</p> <p>Good personal organisation and meticulous attention to detail.</p>	

