

**BISHOP GROSSETESTE UNIVERSITY**  
**JOB DESCRIPTION**

**Title of Post:** Hourly Paid Lecturers – Business

**Grade:** Hourly Paid Lecturers rates

**Responsible to:** Programme Leader - Business

**MAIN PURPOSE OF THE JOB**

To undertake a range of teaching and other duties for the subject of Business.

**KEY TASKS**

1. To assist relevant Programme Leaders by contributing to the delivery of one of more modules in areas of specialist expertise.
2. To participate in the assessment of students as directed by the relevant Programme Leaders.
3. To monitor student attendance at delivered teaching sessions.
4. To provide appropriate support and advice to students.
5. To participate in required training and staff development activities.
6. To undertake any other duties that may reasonably be required including, but not limited to, recruitment and outreach activity.

**PERFORMANCE MONITORING AND REVIEW**

7. To agree objectives and targets with the line manager in accordance with University priorities and to participate in the staff appraisal process.
8. To provide written reports on activity as requested.

**HEALTH AND SAFETY**

9. To discharge all relevant health and safety responsibilities.

**GENERAL**

10. To maintain professional standards in relationships, including non-discriminatory practices.

11. To adopt a client-centred approach and to deal promptly and considerately with members of the public, staff and students.

**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 of the University's institutional policies and codes of practice.

## PERSON PROFILE

### Hourly Paid Lecturers - Business

	Core	Supplementary
Education/ Qualifications and Special Training	<p>A relevant first degree.</p> <p>Formal qualification and/or relevant work experience in relevant subject.</p>	<p>A PhD/EdD or equivalent in related subject.</p> <p>A Masters degree or equivalent.</p> <p>Fellowship of the HEA.</p>
Knowledge and Skills	<p>Knowledge and understanding of Business for the purposes of teaching and learning at undergraduate level.</p> <p>Strong verbal and written communication skills.</p> <p>Excellent planning, teaching and assessment skills.</p> <p>Excellent interpersonal skills.</p> <p>Excellent IT skills.</p>	
Experience	<p>Relevant and recent industry or academic experience in the discipline area.</p>	<p>Experience of teaching on undergraduate, postgraduate and apprenticeship courses.</p> <p>Experience of CMI programmes.</p>
Personal Attributes	<p>Conscientious, flexible, enthusiastic, and self-motivated.</p> <p>Creative and forward thinking in solving problems.</p> <p>Student focussed and willing to offer help and support and to be approachable.</p> <p>Prepared to develop personal expertise in new areas.</p> <p>Good personal organisation and meticulous attention to detail.</p>	