

BISHOP GROSSETESTE UNIVERSITY

JOB DESCRIPTION

Title of Post: Senior Lecturer in Business FT

Grade: Grade 8

Responsible to: Programme Leader for Business and Enterprise

MAIN PURPOSE OF THE JOB

To undertake a range of teaching and other duties as a contribution to the achievement of the strategic goals of the Faculty and making contributions to other areas of the University's portfolio as appropriate.

KEY TASKS

1. Contribute to the design, development and administration of relevant programmes and provision including the preparation of documentation and management and co-ordination of designated modules and other elements.
2. To take responsibility for the 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).
3. Contribute to the design and delivery of other academic provision and income-generation activity.
4. Participate in the design and management of the academic and professional assessment of students ensuring that appropriate assignments, examinations and professional practice activities are set and assessed in accordance with validated programme documents and University assessment policies.
5. Monitor student progression and achievement.
6. Provide appropriate support and advice to students.
7. Participate in the recruitment, selection and admission of students.
8. Contribute to the processes of annual monitoring, periodic review and inspection at a programme, Faculty and University level.
9. Undertake scholarly activity in a relevant discipline.
10. Participate in external activities through membership of subject and professional associations and networks and liaison with other institutions and organisations.

11. 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.
12. Participate in appropriate training and staff development activities.
13. Undertake any other duties that may reasonably be required.

PERFORMANCE MONITORING AND REVIEW

14. Agree objectives and targets with the Line Manager in accordance with School and University priorities and participate in the staff appraisal process.
15. Provide written reports on activity as requested.

HEALTH AND SAFETY

16. Discharge all relevant health and safety responsibilities.

GENERAL

17. Maintain professional standards in relationships, including non-discriminatory practices.
18. Adopt a client-centred approach and deal promptly and considerately with members of the public, staff, partners and students.

MAIN CONTACTS

Head of Programmes

Programme Leader

Academic colleagues

The Faculty's partners

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 the University's Financial Regulations, Diversity and Equality Opportunities Policy, Race Equality Policy and other relevant University policies.

PERSON SPECIFICATION

Senior Lecturer in Business

	Core	Supplementary
Education/ Qualifications and Special Training	<p>A relevant first degree.</p> <p>A relevant higher degree.</p>	<p>Fellowship of the HEA</p> <p>A doctorate (completed, currently undertaking or in proposal stage).</p> <p>A PGCE, or other recognised teaching qualification.</p>
Knowledge and Skills	<p>Subject expertise in business, leadership and management</p> <p>Current knowledge of Higher and Degree Apprenticeships.</p> <p>A specialist knowledge of business and occupational competence to deliver a broad range of business and apprenticeship modules up to and including level 7.</p> <p>An understanding of the broad area of Business suitable for leading teaching at postgraduate level, supported by relevant experience within the field.</p> <p>Ability to plan, structure, deliver and assess programmes of study for a range of learners, in BG or in the students' workplace.</p> <p>Excellent teaching skills and an understanding of the value of using a diverse range of teaching and assessment methods.</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 in Further or Higher Education.</p> <p>Successful experience of delivering Higher and Degree Apprenticeships.</p>	<p>Experience of supervising students up to and at doctoral level.</p>

	<p>Successful experience of exercising responsibility for course leadership and management.</p> <p>Recent experience of teaching in Higher Education or contributing to apprenticeship development in partnership with a higher/ further education institution.</p> <p>Successful engagement in the recruitment of students, marketing of courses or promotion of academic provision.</p>	<p>Track record of being awarded external research funding.</p> <p>Track record of research publication/output at national or international level.</p> <p>Evidence of bidding for external grants/participation in collaborative research projects.</p>
Personal Attributes	<p>Conscientious, flexible, enthusiastic, and self-motivated.</p> <p>Creative, progressive and forward thinking in solving problems.</p> <p>Student-centred; willing to offer help and support, approachable.</p> <p>Committed to working partnership with others.</p> <p>Committed to the success of the faculty and the University.</p> <p>Good personal organisation and meticulous attention to detail.</p>	