

## Job Description

<b>Job title</b>	Lecturer/Senior Lecturer in Accounting and Finance
<b>School / department</b>	Claude Littner Business School
<b>Grade</b>	Lecturer (6) / Senior Lecturer (7)
<b>Line manager</b>	Head of School

### Main purpose of the job

1. Deliver teaching excellence at undergraduate & postgraduate levels to students undertaking programmes of study.
2. Ensure all academic quality processes are adhered to.
3. Provide academic and pastoral support to students.
4. Work with the Head of School to support the development of marketing, recruitment, admissions, retention and progression plans and processes to increase levels of achievement and student satisfaction in the areas of teaching and learning.
5. Contribute effectively to conferences and other events on teaching and learning.
6. Undertake research or scholarly activity in an area relevant to the Claude Littner Business School.
7. Be an ambassador for the Claude Littner Business School and the University of West London.

### Key areas of responsibility

1. Pro-active participation in teaching, assessment and curriculum development of undergraduate and postgraduate courses in the Business and Marketing subject area, including but not limited to:
  - a. Developing teaching materials (teaching texts, case studies, pod casts, and student activities) incorporating both blended learning and e-learning technologies approaches to delivery;
  - b. Supervising dissertations/theses;
  - c. Undertaking programme and/or module leadership and assisting in programme management;
  - d. Membership and contribution to assessment and examination boards including liaison with external examiners.
2. Pro-actively participate in all activities (including travel) associated with collaborations and partnerships (UK & international) where appropriate. These may include but are not limited to:
  - a. Developing and delivering teaching materials (teaching texts, case studies, pod casts, and student activities) incorporating both blended learning and e-learning technology approaches to delivery;
  - b. Supervising dissertations/theses;
  - c. Undertaking link programme and/or module leadership and assisting in programme management;
  - d. Membership and contribution to assessment and examination boards including liaison with external examiners.

3. Act as a Personal Tutor and provide pastoral support and guidance in accordance with the University procedures.
4. Work effectively as part of module / course team. This includes pro-actively contributing to development and validation of new courses / modules; to the formal review of existing courses / modules; and, to all other academic quality process that the School is required to undertake.
5. Work with the Head of School to support the development of marketing, recruitment, admissions, retention and progression plans and processes to increase levels of achievement and student satisfaction in the areas of teaching and learning.
6. Lead initiatives to innovate learning and teaching within sphere of practice with the aim to improving the learning experience of students; and disseminate best practice or findings through conferences, journals and other appropriate means.
7. Contribute to the scholarship, specialist expertise and knowledge of the Claude Littner Business School in a relevant area of research as agreed with the Head of School.
8. Support the teaching and assessment of interdisciplinary and/or specialist modules, including assessment and examination boards for cross-institutional programmes, and liaising with external examiners (where appropriate).
9. Pro-actively engage with the wider external academic, practitioner and business communities through involvement with professional bodies and business organisations and the development of a personal network of contacts.
10. To undertake other appropriate tasks commensurate with the grade as required by the Head of School.

In addition to the above areas of responsibility the position maybe required to undertake any other reasonable duties relating to the broad scope of the position.

## Person Specification

Criteria	Essential	Desirable
<b>Qualifications and/or membership of professional bodies</b>	<p>Proven excellence in teaching and learning at Higher Education.</p> <p>Full and current membership of a chartered professional body for accountants (such as the ACCA or the ICAEW).</p> <p>For Lecturers: hold a postgraduate qualification from a recognised institution.</p> <p>For Senior Lecturers: hold a Doctorate in a relevant discipline or equivalent professional experience.</p> <p>HEA Fellowship (or willingness to obtain within 6 months of appointment).</p>	<p>A doctorate in a relevant discipline (desirable for Lecturers).</p>
<b>Knowledge and experience</b>	<p>Expert knowledge of Accountancy.</p> <p>Ability to deliver a high-quality learning experience to students at undergraduate and postgraduate levels.</p> <p>High level of skill in using e-learning systems and ability to deliver lessons online or with use of educational technology.</p>	<p>Experience of course leadership and/or module leadership in Higher Education.</p> <p>Experience of consultancy.</p> <p>Experience of managing strategic partnerships.</p> <p>Experience of doctoral supervision.</p>
<b>Specific skills to the job</b>	<p>Good interpersonal skills; an assured and confident communicator.</p> <p>Ability to respond enthusiastically and positively to students.</p> <p>Self-motivated, goal and outcome orientated, flexible, resilient and able to work to tight deadlines.</p> <p>Able to work co-operatively and effectively with colleagues and provide an effective leadership role and enthusiasm for</p>	<p>Evidence of consultancy and/or professional practice.</p> <p>Evidence of scholarly activity in the form of recent publications.</p>

	contribution in general to the Claude Littner Business School.	
<b>General skills</b>	A commitment and enthusiasm for teaching and learning within higher education.  A commitment to the School and the University's values, aims and objectives.	
<b>Other</b>	Ability to travel throughout the UK and internationally.  Flexibility including the willingness to work evenings and some weekends.	
<b>Disclosure and Barring Scheme</b>	This post does not require a DBS check	

**Essential Criteria** are those, without which, a candidate would not be able to do the job. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the shortlisting stage.

**Desirable Criteria** are those that would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.