JOB DESCRIPTION

Job Title: Lecturer/Senior Lecturer in Business Analytics and Big Data	**Grade**: Lecturer (6) / Senior Lecturer (7)
School/Department: Claude Littner Business School	**Location:** Brentford & Ealing
Responsible to: Head of School	

SUMMARY OF MAIN PURPOSE OF THE JOB

1. Deliver teaching excellence at undergraduate & postgraduate levels to students undertaking programmes of study within or in collaboration with the Claude Littner Business School.
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 build effective relationships and partnerships with businesses and other external organisations that contributes to the School's growth and strategic development.
5. Participate in business consultancy projects.
6. Make effective use of the support provided by the School and University to develop own scholarly profile through research (i.e. academic, industry/profession-based, or applied research).
7. Be an ambassador for the Claude Littner Business School and the University of West London.

DUTIES & RESPONSIBILITIES:

1. Pro-active participation in teaching, assessment and curriculum development of undergraduate and postgraduate courses in Data Analytics, 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 or industry/consultancy projects;

   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. Lead courses to foster a good overall student experience and outcome with their courses, to ensure all quality requirements and standards are complied with, to continuously monitor and develop the courses to ensure the courses are current, relevant, and attractive.

3. Pro-actively participate in all activities (including travel) associated with collaborations and partnerships (UK & international) where appropriate.

4. Act as a Personal Tutor and provide pastoral support and guidance in accordance with the University procedures.

5. Work with the Head of School to build effective relationships and partnerships with businesses and other external organisations that contribute to the School's growth and strategic development.

6. Give proactive support to business consultancy projects undertaken by the School to third-party business and non-business organisations; as well as other departments within the University.

7. Supervise, support and lead students engaged in business consultancy projects.

8. Contribute to discussions and development of curriculum to enhance student learning experience and to better engage with business and industry.

9. Pro-actively engage with the wider external academic, practitioner and business communities through involvement with professional bodies, industry groups and business organisations and the development of a personal network of contacts.

10. Undertake personal research in line with the research vision and strategy of the Claude Littner Business School to develop one's own scholarly profile.

11. To undertake other appropriate tasks commensurate with the grade as required by the Head of School.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications:	Educated to a postgraduate level. Member of relevant professional body or industry association. Professional experience and expertise in Data Analytics and Information Systems. Willingness to obtain Higher Education Academy Fellowship within 6 months of appointment.	A doctorate in a relevant discipline. Financial Services Industry experience
Knowledge and Experience:	Significant knowledge of Data Analysis Techniques; Data Analytic Tools (e.g. Tableau); Data Measurement. Practical knowledge of Information Systems and Big Data. Effective communicator. Ability to deliver a high-quality learning experience to students at undergraduate and postgraduate levels.	Experience of consultancy. Experience of managing strategic partnerships. Knowledge of Financial Technology

Specific Skills:	Good interpersonal skills; an assured and confident communicator. Ability to respond enthusiastically and positively to students. Self-motivated, goal and outcome orientated, flexible, resilient and able to work to tight deadlines. Able to work co-operatively and effectively with colleagues and provide an effective leadership role and enthusiasm for contribution in general to the Claude Littner Business School.	
General Skills:	A commitment and enthusiasm for teaching and learning within higher education. A commitment to the School and the University's values, aims and objectives.	
Other:	Ability to travel throughout the UK and Internationally. Flexibility including the willingness to work evenings and some weekends.	

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 requirement