

## UNIVERSITY OF WEST LONDON

### JOB DESCRIPTION

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| <p><b>Job Title:</b> Lecturer / Senior Lecturer in Business &amp; Management</p> <p><b>School/Department:</b> Claude Littner Business School</p> <p><b>Responsible to:</b> Head of School</p> | <p><b>Post No:</b> BUS192</p> <p><b>Grade:</b> Lecturer (6) / Senior Lecturer (7)</p> <p><b>Location:</b> Brentford &amp; Ealing</p> |
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#### SUMMARY OF MAIN PURPOSE OF THE JOB

1. Deliver teaching excellence at undergraduate & postgraduate levels to students undertaking programmes of study.
2. Undertake responsibility for leading academic modules and courses as required by the School.
3. Ensure all academic quality processes are adhered to.
4. Provide effective academic and pastoral support to students.
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. Contribute effectively to conferences and other events on teaching and learning.
7. Undertake research / consultancy in an area relevant to the Claude Littner Business School.
8. Work cooperatively and collaboratively as a member of the School team.
9. 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 chosen field, 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 / 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. 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.
4. Act as a Personal Tutor and provide pastoral support and guidance in accordance with the University procedures.
5. Work effectively as part of module / course / project team. In addition to course or module delivery, 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. Where relevant provide effective leadership to other members of the course / module / project team.
6. 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.
7. 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.
8. 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.
9. 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).
10. 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.
11. To undertake other appropriate tasks commensurate with the grade as required by the Head of School.

## PERSON SPECIFICATION

| <i>CRITERIA</i>                  | <i>ESSENTIAL</i>  | <i>DESIRABLE</i>  |
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| <b>Qualifications:</b>           | <p>For Lecturer grade: Master's degree <u>or</u> equivalent Professional Qualification in a relevant discipline.</p> <p>For Senior Lecturer grade: Doctoral degree <u>or</u> equivalent Industry Experience at senior level.</p> <p>HEA Fellowship (or willingness to obtain within 6 months of appointment).</p>   | <p>Current member of the Chartered Management Institute (CMI) or other relevant Professional Body.</p> <p>Proficiency in a foreign language – e.g., Mandarin, Greek.</p>  |
| <b>Knowledge and Experience:</b> | <p>Significant knowledge of a relevant field in the area of Business &amp; Management, such as Administration, Enterprise Development, Finance, HRM, Information Systems, Organisational Behaviour, Operations Management, Project Management, Risk Management, International Trade or other relevant field, acquired through academic research <u>or</u> professional practice to confidently teach at degree level.</p> <p>Course leadership of Apprenticeship degrees <u>or</u> Experience of managing training contracts with client organisations <u>or</u> Industry-based Leadership role that involves the management of large teams / departments.</p> <p>Experience of working within a compliance / regulatory framework and organisational procedures.</p> | <p>Experience of:</p> <ul style="list-style-type: none"> <li>• Mentoring colleagues.</li> <li>• Managing strategic partnerships.</li> <li>• Managing client expectations.</li> </ul> <p>Mentoring students and providing pastoral care.</p> |

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| <p><b>Specific Skills:</b></p> | <p>Good interpersonal skills; an assured and confident communicator. Ability to make complex topics / concepts accessible and interesting to learners.</p> <p>Respect for and ability to work effectively with student and staff diversity.</p> <p>Ability to respond enthusiastically and positively to students.</p> <p>Communicate professionally and responsibly with students, colleagues, external examiners, applicants, employers, partner institutions and business clients.</p> <p>High level of computing and internet skills, and ability to effectively adapt to the University's educational technology.</p> | <p>Ability to manage the specific expectations of students on Apprenticeship programmes and their employers.</p> <p>Mentoring skills</p> <p>Guidance counselling</p> <p>Motivational coaching</p> |
| <p><b>General Skills:</b></p>  | <p>Excellent collaboration and teamwork skills. Able to work co-operatively and effectively with colleagues at the Claude Littner Business School.</p> <p>Ability to work within a compliance and regulatory framework.</p>  | <p>Build effective professional relationships with businesses, employers, and other institutions.</p>   |
| <p><b>Other:</b></p>           | <p>A commitment to the School's and the University's values, aims and objectives.</p> <p>Self-motivated, goal and outcome orientated, flexible, resilient, and able to work to tight deadlines.</p> <p>Ability to travel throughout the UK and internationally.</p> <p>Flexibility including the willingness to work evenings and some weekends.</p>   |   |

**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