

## Job Description

<b>Job title</b>	Senior Lecturer in Events Management
<b>School / department</b>	LGCHT
<b>Grade</b>	Grade 7
<b>Line manager</b>	Head of Subject/Dean
<b>Responsible for (direct reports)</b>	NA
<b>Date of creation or review</b>	21/07/2022

### Main purpose of the job

A short summary of the role

1. Deliver teaching excellence at undergraduate and postgraduate level to students undertaking programmes of study within the London Geller College of Hospitality and Tourism at UWL
2. Ensure all academic quality processes are adhered to and monitored
3. Recognise the value of pastoral and academic support in maximising student achievement
4. Provide proactive effective academic and pastoral support to all students, and closely monitor their progress
5. Actively contribute to supporting the development of marketing, recruitment, admissions, retention and progression plans and processes put in place to increase levels of achievement and student satisfaction in the areas of teaching and learning
6. Participate in internal and external events organised by the College and the University
7. Engage externally with industry and professional organisations on behalf of the London Geller College of Hospitality and Tourism as directed by the Dean or Head of Subject
8. Deliver enterprise activities within the London Geller College of Hospitality and Tourism
9. Undertake research in Events Management-related areas of interest
10. Be committed to providing a high-quality service to our students and recognise the importance of maximising satisfaction through an engaging teaching and learning approach that brings both realism and energy to the student experience
11. Comply with any University rules and regulations to ensure the efficient operation of its business and the welfare and interests of its students and employees.

### **Key areas of responsibility**

Description of the key duties and responsibilities associated with the role (bullet pointed or numbered).

1. Pro-active participation in teaching, assessment and curriculum development of undergraduate and postgraduate courses including but not limited to:
  - Developing teaching materials (teaching texts, case studies, podcasts, and student activities) incorporating both blended learning and e-learning technologies approaches to delivery<sup>2</sup>
  - Supervising projects/dissertations/theses
  - Undertake all activities relevant teaching, assessment, feedback and curriculum development of the Events management provision including course and/or module leadership
  - Membership and contribution to assessment and examination boards including liaison with external examiners
  - Membership of University-wide committees
2. Act as a Personal Tutor and provide pastoral support and guidance in accordance with the University procedures
3. Work with the Events management team under the leadership of the Associate Dean and the Dean to support the development of marketing, recruitment, admissions, retention and progression plans and processes so as to increase levels of achievement and student satisfaction in the areas of teaching and learning
4. Contribute to the scholarship, specialist expertise and research of the London Geller College of Hospitality and Tourism with particular focus on Events management.
5. Contribute and support the teaching and assessment in interdisciplinary and/or specialist modules, including assessment and examination boards for cross institutional programmes, and liaising with external examiners (where appropriate)
6. Advise, supervise and mentor junior members of academic staff as appropriate
7. 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.
8. Undertake personal research in line with the London Geller College of Hospitality and Tourism's research targets and strategy. This includes identifying sources of funding, submitting grants and delivering research outputs, which support the reputation/financial position of the College and deliver social and economic impact.
9. Undertake CPD, including Fellowship of the HEA
10. To undertake other appropriate tasks commensurate with the grade as required by the Dean/Head of Subject.

In addition to the above areas of responsibility the post-holder maybe required to undertake any other reasonable duties relating to the broad scope of the position, commensurate with the post, and in support of the University.

### **Dimensions / background information**

Organisational chart or some further information about the School/College/department.

## Person Specification

	Criteria	Essential or Desirable <sup>1</sup>	Demonstrated <sup>2</sup>		
			Application	Interview	Test / Exercise
<b>Qualifications and/or membership of prof. bodies</b>  This section reflects the appropriate level of expertise required by the role.	Higher Degree in a subject relevant to Events management	Essential	X		
	Experience in course leadership	Essential	X	X	
	HEA Fellowship (or willingness to undertake within 6 months of employment)	Desirable	X		
	Member of Professional Organisations	Desirable	X		
	PhD in a relevant field or Studying towards a PhD	Desirable	X		
<b>Knowledge and experience</b>  This section reflects the level of knowledge and experience of the key aspects of the role, as described in the job description.	Specialist and up-to-date knowledge of Events management	Essential		X	
	Significant experience of teaching and learning at undergraduate and postgraduate level	Essential	X	X	
	Experience of curriculum design and development	Essential	X	X	
	Experience of using blended learning and e-learning technologies such as virtual learning environments	Essential	X	X	
	Significant research profile and established track record in obtaining external funding and research grants or significant record of industry engagement and collaborative projects	Essential	X	X	
	Knowledge of the current debates and recent developments in higher education within Events management	Essential		X	
	Experience of doctoral supervision	Desirable	X	X	
<b>Specific skills to the job</b>  This section identifies job-specific skills required which might be completely unnecessary for other jobs but are critical to this particular job.	Excellent interpersonal skills	Essential		X	
	An assured and confident communicator	Essential		X	
	Evidence of scholarly activity in the form of recent publications	Desirable		X	
	Self-motivated, goal and outcome orientated	Essential		X	
	Flexible, resilient and able to work to tight deadlines	Essential		X	
	Ability to respond enthusiastically and positively to students	Essential		X	

	Ability to work co-operatively and effectively with colleagues and provide an effective leadership role and enthusiasm for contribution to the London Geller College of Hospitality and Tourism.	Essential		X	
<b>General skills</b> <small>This section identifies transferable skills that you use for almost every job.</small>	A commitment and enthusiasm for teaching and learning within Higher Education	Essential		X	
	A commitment to the School and the University's values, aims and objectives	Essential		X	
	Evidence of pro-active engagement with students and student success.	Essential		X	
<b>Other</b> <small>This section should be used to make candidates aware of any special circumstances pertaining to the post.</small>	Genuine commitment to student success	Essential		X	
	Flexibility including the willingness to work evenings and weekends	Essential		X	
	Ability to teach from Level 3 to Level 7 and Degree Apprenticeships	Essential		X	

**Disclosure and Barring Scheme** Is a DBS Check required:  DBS  This post does not require a DBS check

Before making a selection, please refer to the University's [Disclosure and Barring Checks Guidance for Staff](#) and [Criminal Convictions, Disclosures and Barring Staff Policy and Procedure](#). If a DBS check is required for the role, a **Check Approval Form** will need to be completed.

<sup>1</sup>**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, to determine which applicants to shortlist.

<sup>2</sup>**Demonstration:** Select the Recruitment Process stage at which the candidates will have to demonstrate that they meet the criteria. Criteria which have to be demonstrated at application stage should be mentioned in the Recruitment Information Pack as Pre-Selection/Killer Questions, Shortlisting Questions or Shortlisting Criteria. Other criteria should be evaluated and tested at interview stage (e.g. through interview questions) or through additional tests, exercises or presentations. Criteria can (and should) be demonstrated at multiple stages.