UNIVERSITY COLLEGE BIRMINGHAM

JOB DESCRIPTION

Job Title:	Lecturer in Hospitality and Events (HE)
Department:	Department of Hospitality and Tourism, Business School
Contract:	Permanent, Full-time
Salary Range:	£39,560- £44,352 per annum
Salary Grade:	AC2
Report To:	Head of Department / Deputy Head of Department
Job Purpose:	To plan, develop and deliver high quality, inspiring and inclusive learning opportunities for students to help them achieve their learning goals.
Main Duties & Responsibilities:	**Learning and Teaching:** 1. Deliver learning activities on a range of courses and levels including apprenticeship provision, as required. 2. Develop and prepare high quality, inspiring and inclusive Learning and Teaching (to include digital learning) materials, assignments, activities and assessments which support student learning and embed employability skills. 3. Undertake assessment of students' coursework, project work and examinations, and maintain up-to-date and accurate records of their progress and achievement. 4. Supervision, guidance and marking of students' independent work (e.g. practical work, dissertations). 5. Participate fully in course team activities and act as a Unit/Module Leader as required. 6. Support student placement activities as required. 7. Contribute to curriculum development, promotion and marketing of new courses and new approaches to Learning and Teaching. 8. Provide high quality academic, pastoral and personal support for students, including acting as a Personal Tutor.

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	Management and Administration: 9. Assist with the administration, enrolment and induction of students. 10. Contribute to the review of learning programmes, including apprenticeship provision, e.g. retention, attendance, success, progression and student satisfaction. 11. Contribute to student recruitment through participation in marketing and promotional events, such as open days/evenings. 12. Contribute to award boards, if required (HE). **Liaison and Networking:** 13. Contribute to collaborative links with other programmes/subjects and develop internal networks. 14. Develop links with external partners such as other educational bodies, employers and professional bodies to foster collaboration. 15. Reflect and act upon feedback from students/peer observations to enhance contribution and practice. 16. Offer peer support and share good practice in all aspects of the role. **General:** 17. Engage in meaningful professional development and updating relevant to the University and School objectives. 18. Participate fully in team/Department/School meetings and planning activities. 19. Participate fully in annual review and other University processes. 20. Promote and adhere to the values of University College Birmingham 21. Duty of care in respect of Health and Safety of self and others.

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	22. To commit to upholding the principles of Safeguarding and the PREVENT agenda. 23. To ensure practice is in line with the requirements of the General Data Protection Regulations. 24. Any other duties commensurate with the nature and grade of the post.

*The above does not represent an exhaustive list of duties associated with this role.

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PERSON SPECIFICATION

Post:	Lecturer in Hospitality and Events (HE)	**Weighted criteria**
Experience:		
1	Teaching experience within HE with evidence of successful student learning outcomes OR evidence of coaching/mentoring/teaching in a professional setting.	X
2	Credible experience within industry to apply to Learning and Teaching.	X
3		
4		
5		
Skills & Abilities:		
6	Ability to teach in a range of subjects including – • Global Hospitality Environment • Event Project Management • Digital Content Creation • Events Management • Hospitality Operations	X
7	Suitable level of proficiency in ICT and understanding of its application to Learning and Teaching.	
8	High level of organisation and administrative skills.	
9	Ability to work independently, to take the initiative, and to innovate in Learning and Teaching; ability to work as a member of a team.	
10	Effective oral and written communication skills in both individual and group situations; ability to relate to students with diverse backgrounds, ages and experiences.	
Education & Qualifications:		
11	Minimum Masters's degree level qualification OR qualification/experience commensurate with the level of teaching.	X
12	Recognised teaching qualification or willingness to obtain.	
13	English and Maths qualification at Level 2 (GCSE C/4 or equivalent) or willingness to obtain	
14		
15		
Training & Professional Development:		
16	Evidence of relevant continual professional development.	
17	Willingness to engage in further training/development and pursue appropriate professional memberships, as required for the role.	
18	Advanced HE fellowship or willingness to work towards.	
19		
20		
Other:		

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21	Flexible approach to work; willingness to undertake academic activities in the evening when necessary and participate in occasional weekend activities such as recruitment days.	
22	An understanding of the principles of Safeguarding and the PREVENT agenda in the context of further and higher education.	
23	Commitment to delivering high quality services to students.	
24	Adherence to the relevant regulations of the University and appropriate professional bodies, if applicable.	
25		

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