Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

JOB DESCRIPTION

Vacancy Reference:	51788
Job Title:	Lecturer in Business Management (Maternity Cover)
Institute / Department:	Institute of Inner-City Learning: London Campus
Grade / Salary:	Grade 7 - £41,064 - £47,389
Hours / FTE:	37.00 / 1.0 FTE
Contract type:	Fixed Term for 1 year
Location:	London and at other locations as necessary
Reporting to:	Academic Director

BACKGROUND

The Institute of Inner-City Learning (IICL) is one of the University of Wales Trinity Saint David's four Institutes with campuses in Birmingham and London.

The IICL has multiple intakes per annum, delivers continuous learning, teaching and recruitment cycles and operates in an intensely competitive inner-city and multicultural HE environment. The Institute currently has non-residential students on Certificates of Higher Education, Honours degrees, Masters and Doctoral programmes, some of which are also taught at weekends.

MAIN PURPOSE OF JOB

The post holder will be required to devise a range of teaching and assessment materials, covering several modules and subject areas and may lead on modules.

The post holder will deliver teaching in a variety of different learning environments and use a variety of teaching styles and approaches, including all levels of undergraduate study and, where appropriate, postgraduate study. The post holder will offer both academic and pastoral feedback and support to students to the highest professional standards and with regard to the ongoing enhancement of the student experience.

The post holder will undertake scholarship, research, training or project work, either individually or within a team, to ensure ongoing professional development and to enhance the profile of the Academic Discipline, Institute and University. The post holder will make a positive contribution to the day-to-day activities of the Academic Discipline that may cover areas such as dissertation supervision, student recruitment, marketing activities, research seminars and workshops, staff training and professional development. The postholder will develop administrative activities and make a positive contribution to the day-to-day activities of the Campus.

MAIN DUTIES

- Offer teaching and student support at undergraduate and postgraduate level of study, either individually or as a member of a teaching team
- Offer teaching in a variety of learning settings, from seminar and small group tutorials to large lectures, workshops or placements, using appropriate and engaging teaching styles, within an established programme of study

- Design and develop teaching materials, assessment methods and criteria, for individual modules or modules within a specific subject area, with a clear awareness and understanding of relevant quality assurance requirements
- Supervise the work of students in a timely, professional and supportive manner, providing necessary advice on study skills, research methods, assessment and dissertation work
- Offer appropriate advice, feedback, support, and encouragement to students, in both an academic and personal tutor role, to ensure a high-quality student experience
- Undertake relevant scholarly and research activity, either as part of a collaborative project or individually, as a means of updating knowledge in an appropriate specialism and underpinning effective learning and teaching, or for seeking publication, knowledge transfer, public dissemination, or for funding and grant opportunities
- Engage in continuing professional development and enhancement through, for example: gaining membership of Advance HE; relevant University staff development; or membership of a relevant professional body
- Undertake appropriate administrative tasks, including leading on programmes and modules to ensure the effective operation and management of the curriculum and, at the request of a line manager, undertake cross-programme or Academic Discipline administrative role such as student admissions, or involvement in marketing and open day initiatives
- Be an active and enthusiastic member of the Academic Discipline, working collaboratively with colleagues, participating in school boards and staff-student committees, attending, where appropriate, Institute working groups and committees, and making a positive contribution to the overall culture and environment of the Academic Discipline

GENERAL DUTIES

- Fulfill all relevant Health and Safety responsibilities
- Adhere to all relevant University policies and procedures
- Adapt to change and have an ability to acquire new and relevant skills and knowledge by taking appropriate responsibility for own personal and professional development
- Support and promote the University's sustainability commitment and carry out duties in an ethical and responsible manner
- Operate within the University's agreed Welsh Language Standards

NB This Job Description currently applies but duties may be allocated from time to time, which are appropriate to the grade and post and which are not of a substantial ongoing nature to affect the grading of the post.

PERSON SPECIFICATION

The Person Specification focuses on the qualifications, experience, knowledge, skills and competencies required to undertake the role effectively. **You will need to evidence how you meet these requirements in your application, providing explicit examples.**

	Essential	Desirable
Qualifications	1) A postgraduate qualification in a relevant discipline	8) A PhD/DBA in a relevant discipline 9) Membership of a relevant professional body or teaching qualification
Experience, Knowledge, Skills and Competencies	2) Experience in teaching, delivery, assessment and student support at UK HE undergraduate and postgraduate level in relevant subject area 3) Experience in the design and development of module content 4) Evidence of good organisational and personal management skills 5) Evidence of excellent interpersonal and communication skills with the ability to work collaboratively 6) IT proficiency and experience of using e-resources 7) Evidence of the ability to balance competing pressures of teaching, scholarship, research, administrative demands and deadlines	10) Experience of supervising postgraduate and research students 11) Experience of leading modules / programmes