

## **Job Description**

<b>Position:</b>	Senior Lecturer
<b>School/Service:</b>	School of Law, Greater Manchester Business School
<b>Reference:</b>	LAW-042/A
<b>Grade:</b>	Grade 8
<b>Status:</b>	Permanent
<b>Hours:</b>	Full-time
<b>Reporting to:</b>	Academic Operations Lead, Law

### **Context**

The School of Law is one of three Schools in the Business School. We offer a range of undergraduate, postgraduate and professional programmes to students on-site and those located within partners in the UK and around the world.

### **Main Functions of the Position:**

- To lead delivery, assessment, development, and quality assurance of Masters' programmes within the School.
- To teach on the postgraduate Masters' programme and undergraduate programmes as required.
- To supervise and examine undergraduate, Masters' and PhD programme dissertations.
- To undertake research and scholarly activity to contribute to enhancing the research profile of the School of Law.
- To develop links between Law and other departments across the University.
- To be an active member of the Law Industrial Advisory Board, working with schools and colleges and central marketing team.

### **Principal Duties and Responsibilities:**

1. To provide effective management and academic leadership on the Masters' in Law programmes.
2. To lead the process of recruitment, selection, and induction of Master's in Law students (including Open Days; international students' induction process).
3. Be responsible for the design, delivery and on-going evaluation of relevant modules/programmes ensuring objectives and learning outcomes are met, and reflect relevant content and current practice and research.

4. To design, review and adapt academic programme content and guidance materials by interpreting student feedback and outcomes to enhance student progression and experience.
5. To lead the development of new, appealing and innovative courses which are consistent with the University's strategic aims.
6. To use a variety of learning and teaching methods/materials (e.g. web-based and blended learning) to enhance the student experience.
7. To work alongside the University employability champions to ensure the curriculum is industry-focused and that the students are able to apply their research in their practice.
8. To manage the demands of teaching, administration, research and scholarly activity to ensure competing deadlines are met.
9. To support the development of the research strategy of the School in collaboration with key staff.
10. To support and mentor junior colleagues on the skills, processes and standards when delivering and assessing HE L7 modules. To provide feedback to colleagues via peer mentoring scheme to support development of self and others and to ensure continuous improvement of the School's performance.
11. To take responsibility for ensuring there is appropriate and relevant ongoing evaluation of the postgraduate law programmes and that quality assurance frameworks are in place to monitor the outcomes.
12. To have input to the quality and effectiveness of the School/Faculty teaching, research, enterprise and student support activities.
13. To contribute to the School/Faculty and University's reputation for academic and professional excellence by actively engaging in personal professional development to enhance own subject authority and credibility.
14. Interact on a professional level with relevant internal and external professional bodies to ensure currency of knowledge, relevancy and accreditations.
15. Ensure and maintain integrity and confidentiality of data and associated data protection requirements in line with statutory and corporate requirements.
16. Ensure a safe working environment and abide by University health and safety policies and practices and to observe the University's Equal Opportunities policy and Dignity at Work policy at all times.
17. Awareness of environmental and sustainability issues and a commitment to the University's associated strategy with respect to the performance / delivery of key responsibilities of the role

**Note:**

This is a description of the position requirements as it is presently constituted. It is the University's practice to periodically review job descriptions to ensure that they accurately reflect the role requirements to be performed and if necessary update to incorporate changes were appropriate. The review process will be conducted by the relevant manager in consultation with the position holder.



## Person Specification

<b>Position:</b> Senior Lecturer		<b>Reference:</b> LAW-038/A	
<b>School/Service:</b> School of Law		<b>Priority</b>	
<b>Criteria</b>		<b>(1/2)</b>	<b>Method of Assessment</b>
<b>1</b>	<b>Qualifications</b>		
1 a)	Honours degree in a relevant subject area	1	Application Form/ Documentation
1 b)	Full Membership of appropriate professional and research bodies	1	Application Form/ Documentation
1 c)	Hold a PhD or Doctorate in a relevant area	1	Application Form/ Documentation
1 d)	A relevant teaching qualification and/or fellowship status of the Higher Education Academy (HEA), or willing to obtain fellowship membership of the HEA within a specified time-frame if appointed to the role	1	Application Form/ Documentation/Interview
<b>2</b>	<b>Skills / Knowledge</b>		
2 a)	Evidence the development of a publication record in the subject	1	Application Form/Interview
2 b)	Current record of securing successful grant applications for funding research, teaching and enterprise initiatives	1	Application Form/Interview
2 c)	Effective collaborator, able to forge links to promote and develop research interests	1	Application Form/Interview
2 d)	Demonstrate knowledge of academic organisation and processes	1	Application Form/Interview
2 e)	Knowledge of up-to-date research and development agendas in the national and international arena	1	Application Form/Interview
2 f)	Effective in establishing and maintaining positive working relationships with colleagues, students and internal/external stakeholders	1	Application Form/Interview
2 g)	Detailed and current knowledge of the HE sector in relation to the area of law	1	Application Form/ Interview
2 h)	Excellent written and oral communication skills and the ability to influence and persuade people at all levels and to exchange complex concepts in a manner appropriate to the audience	1	Application Form/ Interview
2 i)	Proven academic development, teaching and assessment skills	1	Application Form/ Interview
2 j)	Competent in the application of IT systems and capable of utilising IT with respect to the requirements of the role	1	Application Form/ Interview
<b>3</b>	<b>Experience</b>		
3 a)	Proven experience of supervising and mentoring students at all levels of study	1	Application Form/Interview
3 b)	Proven experience of developing post-graduate programmes	1	Application Form/Interview
3 c)	Proven curriculum development, design, delivery and assessment skills applied within a higher education environment	1	Application Form/Interview

3 e)	Experience of undertaking the role of leader and participating in cross-subject initiatives	1	Application Form/Interview
<b>4</b>	<b>Personal Qualities</b>		
4 a)	Awareness of the requirements associated with operating within a customer service environment	1	Interview
4 b)	Commitment to continuous improvement and creative ways of working	1	Interview
4 b)	Effective team player/leader in a challenging environment	1	Interview
4 c)	Flexible and adaptable in approach to meet changing circumstances/situations	1	Interview
4 d)	Able to critically reflect on personal effectiveness and contribution	1	Interview
4 e)	Able to apply judgement and put forward independent views/opinions	1	Interview
<b>5</b>	<b>Other</b>		
5 a)	Willing to undertake staff development, which may take place outside the University	1	Interview
5 b)	Awareness of the principles of the Data Protection Act, Freedom of Information Act, UKVI, Health and Safety, Prevent and the Bribery Act	1	Interview
5 d)	Commitment to the University's policy on equal opportunities and diversity	1	Interview
5 e)	Able to work flexibly and remotely, and travel nationally and internationally, as appropriate in order to meet the requirements of the service	1	Interview

*Note:*

1. **Priority 1** indicates **essential** criterion – an applicant would be unsuccessful if unable to satisfy all Priority 1 criterion.
2. **Priority 2** indicates **desirable** criterion - applicants failing to satisfy a number of these are unlikely to be successful.
3. It is the responsibility of the employee to ensure any professional accreditation/membership remains current
4. Employees are expected to have access to suitable IT equipment and broadband internet access at home to work remotely if required