Job Description

Position: Senior Lecturer in Business and Management with Responsibility for Employability (50/50 role)

School: Institute of Management

Reference: IOM-059/A

Grade: Grade 8

Status: Permanent

Hours: Full Time

Reporting to: Core Operation Leads (Business and Accountancy)

Main Function of the Position:

To work alongside the Core Operation and Programme Leads, and key stakeholders across the University to manage employability and links with industry and the professions across the Institute of Management (IOM).

To teach on undergraduate and taught postgraduate Institute of Management related programmes, leading as appropriate in dedicated under-graduate and post-graduate areas.

Working with other departments across the University to develop and maintain links between the IOM and corporate clients regionally, nationally, and internationally.

To be the key co-ordinator of employability activities within the IOM, working closely with the central careers' unit.

Duties and Responsibilities:

1.   **Additional Role Duties and Responsibilities: Employability**

- Be responsible for the development and on-going evaluation of employability initiatives and processes to ensure KPIs are achieved in this area.

- To provide effective management and leadership on a range of employability activities across the IOM.

- Organise inclusive, supportive activities with employers in the region to include guest lectures and employability conferences in liaison with the University central careers unit.

- Attend, participate, and report to the University employability Working Group to ensure all members are informed of activities and concerns across the IoM.

- Provide academic employability insight which will facilitate growth in links with industry and the professions.

- To be the secretary for IOM's Industry Advisory Board (IAB) working closely with the chair and board members.

2.   **Academic Duties and Responsibilities**

- The management and direction of academic/research team(s), students and learning resources as assigned by the Core Operation Lead(s).

- Develop and monitor innovative and creative appropriate assessments which measure student performance and understanding, to ensure learning outcomes have been met.

- To work alongside the University employability champions to ensure the curriculum is industry focused and that students are ready for the world of work after graduation.

- To be responsible for developing and delivering regular corporate seminars to business leaders which will increase the profile of IOM both regionally and nationally.

- Challenge ideas, foster debate and encourage students to develop skills in critical discourse and rational thinking.

- Use a variety of learning and teaching methods/materials (e.g., web-based, and blended learning) to enhance the student experience.

- Take responsibility for the pastoral care of students within a specified area, referring problems on were complex or serious.

- Coordinate others and plan assessment deadlines and specific teaching arrangements to ensure student needs and expectations are met and that time and resources are used effectively.

- Undertake research or other agreed scholarly activity to contribute to the development of IOM Practise.

- Manage the demands of teaching, administration, research, and scholarly activity to ensure competing deadlines are met.

- Design, review and adapt academic/programme content and guidance materials by interpreting student feedback pre-empting needs to enable input to the overall development of the programme and enhance and support student progression and experience.

- Identify and prepare proposals and applications to external bodies, as required, to secure research funding and generate additional income/opportunities for the University.

- Write and publish results of high quality and innovative research within national and international literature and peer reviewed journals developing appropriate research methodologies to further scholarly activities.

- Supervise the work of taught postgraduate and/or research students, as required, to support the development of student research skills.

- Develop research objectives for own/and/or collaborative research in line with funding criteria. Act as a referee and contribute to peer assessment for appropriate journals as required.

- Identify gaps in course content and programme structure with colleagues and devise creative solutions which meet the requirements of overarching teaching frameworks.

- Proactively and effectively engage with quality assurance procedures, contributing to papers as appropriate, to ensure IOM/University standards are upheld.

- Provide support, guidance, and training to junior members of staff on the skills, processes, and activities relevant to the IOM. Provide feedback to colleagues via peer mentoring schemes to support development of self and others and ensure continuous improvement of the School's performance.

- Contribute to and assist in appropriate pre-entry, recruitment, selection, and admissions activities (including Open Days/Industry and Partner Visits) to promote the IOM and identify student needs and expectations.

- Interact on a professional level with relevant internal and external professional bodies to ensure currency of knowledge, relevancy, and accreditations.

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.

Please note that this appointment is subject to Disclosure and Barring Clearance.

Person Specification

Position:	Senior Lecturer in Business and Management with Responsibility for International Student Growth and Retention	**Reference:**	IOM-059/A
School:	Institute of Management		

Criteria		Priority (1/2)	Method of Assessment
1	**Qualifications**		
1 a)	Honours degree in a Business/Management subject area.	1	Application Form / Documentation
1 b)	A postgraduate qualification in relevant subject area	1	Application Form / Documentation
1 c)	Membership/qualification of a relevant professional body	2	Application Form / Documentation
1 d)	A relevant teaching qualification and fellowship status of the Higher Education Academy (HEA), or a willingness to obtain fellowship membership of the HEA within a specified time frame	1	Application Form / Documentation
1 e)*	PhD/Professional Doctorate, or equivalent level qualification or outstanding achievements in the professional field **see note 4***	1	Application Form / Documentation
2	**Skills / Knowledge**		
2 a)	Proven ability and commitment to undertake appropriate subject specific research and/or enterprise activity and ensure it informs teaching	1	Application Form / Interview
2 b)	Able to successfully and effectively lead and manage academic/research programmes and teams	1	Application Form / Interview
2 c)	Proven academic development, teaching and assessment skills	1	Application Form / Interview / Assessment
2 d)	Ability and experience in operating systems and processes to enhance quality and teaching and learning excellence	1	Application Form / Interview
2 e)	Competent in the application of IT systems and capable of utilising IT with respect to the requirements of the role	1	Application Form / Interview
2 f)	Able to develop relationships with key corporate stakeholders across the NW business community.	1	Application Form / Interview
2 g)	Proven ability and commitment to undertake appropriate subject specific research and/or enterprise activity	1	Application Form / Interview
2 h)	Aware of current academic/professional developments in research, teaching and learning excellence such as postgraduate apprenticeship provision.	1	Application Form / Interview
2 i)	Knowledge and understanding of apprenticeship provision at UG and PG levels.	1	Application Form / Interview
2 j)	Able to devise creative solutions that impact positively on teaching and learning	1	Application Form / Interview

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Criteria			
2 k)	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 / Assessment
2 l)	Possess extensive breadth and/or depth of specialist knowledge to work within established programmes and to write authoritatively in the area of Business and Management	1	Application Form / Interview
3	**Experience**		
3 a)	Proven experience of International Student Management including the design, delivery, and management of associated induction, engagement, and retention activities	1	Application Form / Interview
3 b)	Relevant experience in the supervision of the work of undergraduate and/or postgraduate students and providing appropriate pastoral support	1	Application Form / Interview
3 c)	Experience in contributing and implementing quality assurance improvements in relation to International Student attainment	1	Application Form / Interview
3 d)	Experience of preparing proposals/applications to external bodies to secure funding	1	Application Form / Interview
3 e)	Experienced and able to publish quality research	1	Application Form / Interview
3 f)	Experience in developing links and relationships with corporate businesses.	1	Application Form / Interview
3 g)	Experience in developing successful partnership arrangements with industrial and education providers	1	Application Form / Interview
4	**Personal Qualities**		
4 a)	Awareness of the requirements and implications associated with UKVI, Tier 4 regulations	1	Interview
4 b)	Commitment to continuous improvement and creative ways of working to achieve attendance, retention, and attainment KPIs	1	Interview
4 c)	Able to work individually and under own initiative and to lead and manage projects and motivate others to reach agreed objectives/deadlines	1	Interview
4 d)	Able to demonstrate sensitivity in dealing with colleagues/partners and stakeholders from different cultural backgrounds	1	Interview
4 e)	Able to critically reflect on all aspects of own contribution to the role	1	Interview

4 f)	Able to successfully network with local/national employers and organisations	1	Interview

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5	**Other**		
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, the Bribery Act, Prevent and UKVI	1	Interview
5 c)	Awareness of the requirements of Health & Safety within the work environment	1	Interview
5 d)	Commitment to the University's policy on equal opportunities and diversity	1	Interview
5 e)	Flexible in working practises in order to meet the needs of the service.	1	Interview
5 f)	Able to travel nationally and internationally 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. *The role-holder is required to hold a PhD/Professional Doctorate qualification. However, those without a PhD/Professional Doctorate but with equivalent level qualifications or outstanding achievements in the professional field will be expected to complete a PhD/Professional Doctorate within four years from the date of commencement.
4. It is the responsibility of the employee to ensure any professional accreditation/membership remains current
5. Please note it is normally expected that a new appointee will commence at the bottom of grade.