

Job Description

Position:	Senior Lecturer in Accountancy
School/Service:	Institute of Management
Reference:	IOM-010/A
Grade:	Grade 8
Status:	Permanent
Hours:	Full-time
Reporting to:	Dean of Faculty

Main Function of the Position:

- To lead and teach on undergraduate, taught postgraduate and professional ACCA programmes across the Accountancy and wider School Portfolio and to actively lead and contribute to the management of one of these programmes.
- To contribute to the development of all facets of Accountancy within the Institute of Management (IOM) and to the wider portfolio of the IOM/University as appropriate.
- To contribute and lead, where appropriate, to commercial income generation activity, and undertake research and scholarly activity and/or high level professional creative practice which informs teaching in the field of Accounting and Finance.
- To be responsible for leadership and delivery of teaching, assessment, curriculum development and associated research and enterprise activities.

Principal Duties and Responsibilities:

1. The management and direction of students and learning resources as assigned by the accounting subject group academic lead.
2. Be responsible for growth in student numbers across one of the accounting programmes, and to foster and develop links with Business, Accounting Practices and Schools and Colleges in the region.
3. Develop and monitor innovate and creative assessments which measure students' performance and understanding, to ensure learning outcomes have been met.
4. To provide effective management for academic leadership on a range of programmes and the process of enrolment, induction, student choice, module scheduling and provision of any relevant student information in association with other programme leaders within the IOM.
5. Challenge ideas, foster debate and encourage students to develop skills in critical discourse and rational thinking.

6. Use a variety of learning and teaching methods/materials (e.g. web-based and blended learning) to enhance the student experience.
7. Take responsibility for the pastoral care of students within a specified area, working with the accounting lead on complex or serious issues where appropriate.
8. 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.
9. Undertake research or other agreed scholarly activity which informs teaching and contributes to the development of the School.
10. Manage the demands of teaching, administration, research and scholarly activity to ensure competing deadlines are met.
11. 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.
12. Identify and prepare proposals and applications to external bodies, as required, to secure research funding and generate additional income/opportunities for the University.
13. 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.
14. Supervise the work of taught postgraduate and/or research students, as required, to support the development of student research skills.
15. 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.
16. Identify gaps in course content and programme structure with colleagues and devise creative solutions which meet the requirements of overarching teaching frameworks.
17. Proactively and effectively engage with quality assurance procedures, contributing to papers as appropriate, to ensure IOM/University standards are upheld.
18. 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.
19. Contribute to and assist in appropriate pre-entry, recruitment, selection and admissions activities (including Open Days/Industry and Partner Visits) to promote the School and identify student needs and expectations. Coordinate student events ensuring appropriate use of time and resources.
20. Interact on a professional level with relevant internal and external professional bodies to ensure currency of knowledge, relevancy and accreditations.

21. To be flexible in the role and to undertake relevant academic and operational duties as assigned by the Dean of Faculty and/or Accounting Group Lead.
22. To contribute to the IOM planning documentation submitted to University senior management whilst also ensuring internal and external benchmarks/ targets are met such as the NSS and external subject group league tables.

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 position 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 post holder.

Person Specification

Position: Senior Lecturer in Accountancy		Reference: IOM-010/A	
School/Service: Institute of Management		Priority	
Criteria		(1/2)	Method of Assessment
1	Qualifications		
1 a)	Honours degree in relevant subject area	1	Application Form/ Documentation
1 b)	A postgraduate qualification in relevant subject area	1	Application Form/ Documentation
1 c)	Professionally qualified member of one of the CCAB's five member bodies, or equivalent	1	Application Form/ Documentation
1 d)	A relevant teaching qualification and/or 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 or within final year of submission, or equivalent level qualification or exceptional achievements in the professional field see note 4*	2	Application Form/ Documentation
2	Skills / Knowledge		
2 a)	Able to successfully and effectively lead and manage academic/research programmes and teams	1	Application Form/Interview
2 b)	Proven academic development, teaching and assessment skills	1	Application Form/Interview/ Assessment
2 c)	Ability and experience in operating systems and processes to enhance quality and teaching and learning excellence	1	Application Form/Interview
2 d)	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 e)	Able to liaise with colleagues and other stakeholders to grow and develop the accounting subject area.	1	Application Form/Interview
2 f)	Proven ability and commitment to undertake appropriate subject specific research and/or enterprise activity which informs teaching and enhances the student experience	2	Application Form/Interview
2 g)	Aware of current academic/professional developments in research, teaching and learning excellence	1	Application Form/Interview
2 h)	Knowledge and understanding of academic organisation and its processes as well as academic/research management and delivery	1	Application Form/Interview
2 i)	Able to devise creative solutions that impact positively on teaching and learning	1	Application Form/Interview
2 j)	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 k)	Possess extensive breadth and/or depth of specialist knowledge to work within established programmes and to write authoritatively in the relevant field	1	Application Form/Interview/ Assessment

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Academic Group/Service: Institute of Management		Priority (1/2)	Method of Assessment
3	Experience		
3 a)	Proven teaching and programme leadership experience including the design, delivery, assessment and validation of modules/courses	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	2	Application Form/Interview
3 c)	Experience in contributing and implementing quality assurance improvements	2	Application Form/Interview
3 d)	Experience of liaising with Business/Practices in the region to foster employability opportunities for students.	1	Application Form/Interview
3 e)	Experienced and able to publish quality research	2	Application Form/Interview
3 f)	Experience in developing and delivering successful learning and teaching improvements	1	Application Form/Interview
3 g)	Experience in developing successful partnership arrangements with FE and School education providers	1	Application Form/Interview
3 a)	Proven teaching and programme leadership experience including the design, delivery, assessment and validation of modules/courses	1	Application Form/Interview
4	Personal Qualities		
4 a)	Awareness of the requirements associated with operating within a customer service environment	1	Interview
4 b)	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 c)	Able to demonstrate sensitivity in dealing with colleagues/partners and stakeholders from different cultural backgrounds	1	Interview
4 d)	Able to critically reflect on all aspects of own contribution to the role	1	Interview
4 e)	Able to successfully network with local/national employers and organisations	1	Interview
4 a)	Awareness of the requirements associated with operating within a customer service environment	1	Interview
4 b)	Able to work individually and under own initiative and to lead and manage projects and motivate others to reach agreed objectives/deadlines.	1	Interview
5	Other		
5 a)	Willing to work flexibly in order to meet the needs of the service and to undertake staff development, which may take place outside the University	1	Interview
5 b)	Awareness of the principles of Health and Safety, Data Protection Act, Freedom of Information Act, and the Bribery Act	1	Interview

5 c)	Commitment to the University's policy on equal opportunities and diversity	1	Interview
5 d)	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. *As the role-holder is required to hold a PhD qualification, or be a stage of completion an applicant already holding the qualification will be expected to include the title of their doctoral dissertation and a copy of the abstract with their application for the vacancy.
If an applicant is professionally qualified from either Industry or Practice without a PhD, they will be expected to enrol onto a doctoral programme of studies within an agreed timeframe.