

Job Description

Position:	Associate Lecturer
School/Service:	Institute of Management
Reference:	
Grade:	Grade 6
Status:	Permanent
Hours:	Full-Time
Responsible to:	Director of Institute of Management

Main Function of the Post:

- To deliver on a range of established teaching programmes in the Institute of Management (IOM) and undertake student assessment activities with support and guidance as required from senior academic colleagues.
- Engage in relevant scholarship, professional and knowledge exchange activities.
- Collaborate with colleagues on course and curriculum developments.
- The appointee will provide:
 - Teaching support and facilitation for groups of students.
 - Support to senior academic staff during assessment of students.
- The role will provide an opportunity for an early career academic to gain a wide range of experience in learning, teaching and assessment practice.

Principal Duties and Responsibilities:

1. As part of a teaching team, deliver a range of established teaching modules at undergraduate and post graduate levels with a focus on business or accounting programmes, supporting students with support and guidance from senior academic colleagues.
2. Develop own teaching materials and methods as appropriate to ensure learning objectives are met.
3. Supervise students as appropriate in a range of educational activities providing direction, support and guidance.
4. Undertake student assessment and examination activities.
5. Contribute as appropriate to scholarship activities updating professional knowledge and skills and transferring this learning into teaching delivery.
6. Provide appropriate guidance and support to students, and ensure, where required, that student records are properly maintained, including marks lists, attendance records etc.

7. Support and undertake research in the School.
8. Engage with quality assurance processes / procedures to ensure the School/University standards are met.
9. Participate and contribute to University / School / Programme meetings / boards as appropriate to the role.
10. Contribute to appropriate pre-entry recruitment, selection and admissions activities (including open days, outreach into the local community and partner/employer visits) in order to promote the School and gain a better understanding of student/community/employer needs/expectations.
11. 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.
12. To participate in University internal and external events, deemed appropriate to the duties.
13. Carry out personal and professional development to enhance subject authority and to contribute to the University's reputation for academic and professional excellence.
14. To be flexible and adaptable, where required, to meet the changing needs of the service, which may involve operating outside of the normal working hours/pattern on occasion.
15. Undertake other duties commensurate with the nature and grading of the role as determined by senior academic staff.
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.

Note:

This is a description of the role 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 role-holder.

Person Specification

Position: Associate Lecturer		Reference:	
School: Institute of Management		Priority	
Criteria		(1/2)	Method of Assessment
1	Qualifications		
1 a)	Good Honours Degree in a relevant discipline.	1	Application Form / Documentation
1 b)	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
2	Skills / Knowledge		
2 a)	Proven commitment to undertake appropriate research and/or enterprise activity and ensure it informs teaching	1	Application Form / Interview
2 b)	Excellent communication and interpersonal skills, with the ability to present complex information in an accessible way to a range of audiences.	1	Application Form / Interview
2 c)	Able to set and mark assignments under supervision	1	Application Form / Interview
2 d)	Able to write, prepare and develop hand-outs and other learning support materials using appropriate media	1	Application Form / Interview
2 e)	Credible teaching and assessment skills.	1	Application Form / Interview / Assessment
2 f)	Able to help student groups develop professional skills	1	Application Form / Interview / Assessment
2 g)	Skilled at determining priorities and managing deadlines	1	Application Form / Interview
2 h)	Able to liaise with colleagues and other stakeholders and to contribute to staff development	1	Application Form / Interview
2 i)	Able to translate knowledge of advances in subject area into teaching and assessment methods and materials	1	Application Form / Interview
2 j)	Possess sufficient breadth and/or depth of specialist knowledge in the relevant disciplines to deliver established teaching programmes at undergraduate/postgraduate levels and contribute to course development and scholarship activities with guidance from senior colleagues.	1	Application Form / Interview

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Criteria		(1/2)	Method of Assessment
3	Experience		
3 a)	Experience of operating successfully within an academic team environment	1	Application Form / Interview
3 b)	Experience of supervising/supporting students as appropriate to the role	2	Application Form / Interview
3 c)	Experience of teaching and/or student support within Higher Education in the UK	1	Application Form / Interview
3 d)	Competent in the application of Information Technology	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)	Commitment to continuous improvement and creative ways of working	1	Interview
4 c)	Adaptable and flexible to meet changing circumstances in the working environment	1	Interview
4 d)	Able to work effectively as part of a team and as an individual	1	Interview
4 e)	Able to use initiative as and where appropriate	1	Interview
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. It is the responsibility of the employee to ensure any professional accreditation/membership remains current
4. It is expected that new appointees will commence at the bottom of grade.