

# JOB DESCRIPTION

**Job Title:** Lecturer in Business Management

**School/Service:** School of Business and Law

**Grade:** F

**Campus/Location:** Across Sites

**Responsible to:** Head of Department

**Liaison with:** Students, university staff, industry, other professional and academic organisations, schools and colleges

**ABOUT UNIVERSITY OF EAST LONDON:**

The University of East London has been pioneering futures since 1898: from the 2nd Industrial Revolution through to where we are now, the 4th. We are a careers-led university, dedicated to supporting our students to develop the skills, emotional intelligence and creativity needed to thrive in a constantly changing world.

Vision 2028 has been developed to transform our curriculum, pedagogy, research impact and partnerships to make a positive difference to student, graduate and community success. Our ambitious but achievable goal is to become the leading careers-focused, enterprising university in the UK, one which both prepares our students for the jobs of the future and provides the innovation to drive that future sustainably and inclusively.

**THE SCHOOL OF BUSINESS AND LAW:**

The School’s student body is rich in its diversity; students are drawn from a wide range of backgrounds and age-groups, with a high proportion from low income groups. We are committed to providing a high quality, innovative, relevant and research-led teaching experience which attracts, engages and develops students, supporting their academic achievement and professional ambitions. We look for outstanding lecturers, who exude a love of teaching, who inspire and motivate both students and colleagues through their approaches to teaching, and who are strongly committed to achieving excellent outcomes for students.

**ROLE SUMMARY:**

Role holders at this level would typically assume all the qualifications and experience required of a Lecturer’s level. In addition, the role may typically require teaching and/or research experience. At this level, role holders will be involved in a range of teaching activities, using a variety of approaches on courses at undergraduate and postgraduate levels. At this level the role holder’s contribution may span scholarship, teaching, research and related administration.

**COMMUNICATION:**

1. Oral Communication and (b) Written Communication

The role holder would routinely communicate orally, in writing and electronically, complex and conceptual ideas to those with limited knowledge and understanding, as well as to peers using a wide range of AV media.

The role holder may also be involved in identifying sources of funding and contributing to the process of writing bids and proposals for securing funds and module accreditation.

**TEAMWORK AND MOTIVATION:**

The role holder is required to participate in and deliver their contribution to a team. Depending on the area of work, the role holder would be expected to supervise and co-ordinate the work of others, ensuring modules are delivered to the standards required, and to meet the needs of the students.

The role holder is expected to act as a responsible team member, leading where agreed and developing productive working relationships with colleagues. Contribute to building team morale as an active participant in the team.

**LIAISON AND NETWORKING:**

The role holder would routinely carry out standard day to day liaison using existing procedures, to ensure dissemination of information in the right format to the right people at the right time.

The role holder is required to participate in and develop internal or external networks in order to build relationships and contacts to facilitate future exchange of information.

Actively develop contacts with appropriate bodies external to the University, for example, to contribute to student recruitment, secure student placements, facilitate outreach work, generate income, obtain consultancy projects, or build relationships for future activities.

**SERVICE DELIVERY:**

The role holder would explore customers’ needs, adapt the service accordingly to ensure the usefulness or appropriateness and quality of service to be provided (i.e. content, time, accuracy, level of information, cost). The role holder would work within the University's overall procedures or policies.

**DECISION MAKING PROCESSES:**

The role holder is required to take independent decisions over the design and delivery of own modules and assessment methods.

Collaborate with colleagues on the implementation of assessment procedures.

The role holder would also be required to contribute to the decision making of others by providing advice and information e.g. advice on strategic issues such as student recruitment and marketing.

Participate in the interview and selection of students for postgraduate study.

**PLANNING AND ORGANISING RESOURCES:**

The role holder is required to plan, prioritise and organise the work or resources of self and others within own area on a daily, weekly or monthly basis.

Act as a module leader, coordinating with others (such as support staff or academic colleagues) to ensure students’ needs and expectations are met.

Contribute to the school’s planning of courses and research activities.

The role holder would be responsible for administrative duties in areas such as admissions, time-tabling examinations, assessment of progress and student attendance.

The role holder is required to organise and deliver projects relating to their own area of work and the organisation of external student activities (e.g. field trips or placements where appropriate).

**INITIATIVE AND PROBLEM SOLVING:**

The role holder is required to use initiative and creativity to resolve problems where the optimal

solution may not be immediately apparent but has to be assessed by a process of reasoning and weighing up the pros and cons of different approaches.

Identify the need for developing the content or structure of modules with colleagues and make proposals on how this should be achieved.

Develop ideas for generating income and promoting the subject.

Develop ideas and find ways of disseminating and applying the result of scholarship.

The role holder should tackle issues affecting the quality of delivery within the scope of their own level of responsibility, referring more serious matters to others, as appropriate.

Contribute to the accreditation of courses and quality control processes.

**ANALYSIS AND RESEARCH:**

The role holder is required to engage in subject, professional and pedagogy research as required to support teaching activities.

Conduct individual or collaborative scholarly projects.

Identify sources of funding and contribute to the process of securing funds for own scholarly activities, where appropriate.

Extend, transform and apply knowledge acquired from scholarship to teaching and appropriate external activities. The role holder is also required to develop and produce learning materials and disseminate the results of scholarly activity.

**SENSORY AND PHYSICAL DEMANDS:**

The sensory and physical demands required of the role holder would vary from relatively light to a high level depending on the discipline and the type of work and will involve performing tasks that require learning certain skills.

The role holder would have to balance, with assistance, the competing pressures of teaching, administrative demands and deadlines.

**WORK ENVIRONMENT:**

The role holder is required to understand how the work environment could impact on their own work or that of colleagues, and take standard actions, within health and safety guidelines, to adapt the environment.

Depending on area of work (e.g. laboratories, workshops, studios) and level of training received the role holder may be expected to take responsibility for conducting risk assessments and reducing hazards.

**PASTORAL CARE AND WELFARE:**

The role holder would be responsible for the pastoral care of students within a specified area.

The role holder would give first line support and provide advice on commonly occurring welfare issues or queries in line with the standard welfare procedures for the University.

In addition, the role holder should appreciate the needs of students and their personal circumstances, show sensitivity to those who may need help or, in extreme cases, are showing signs of obvious distress. The role holder should initiate appropriate action by involving relevant people and referring students as appropriate to services providing further help.

**TEAM DEVELOPMENT:**

The role holder may be required to mentor colleagues with less experience and advise on personal development.

Train or guide others on specific tasks, issues or activities, providing, guidance and feedback on the basis of their own knowledge or experience, and deliver training.

Coordinate the work of colleagues to identify and respond to students’ needs

**TEACHING AND LEARNING SUPPORT:**

The role holder is expected to design teaching material and deliver either across a range of modules or within a subject area. The role holder would also be able to use appropriate teaching, learning support and assessment methods.

Supervise student projects, field trips and, where appropriate, placements.

Identify areas where current provision is in need of revision or improvement.

The role holder would contribute to the planning, design and development of objectives and material, and would also set, mark and assess work and examinations providing feedback to students.

**KNOWLEDGE AND EXPERIENCE:**

The role holder is required to apply a breadth or depth of experience showing full working knowledge and proficiency of their own area of expertise, to develop teaching programmes and the provision of learning support.

Demonstrate continuous specialist development, acquiring and refining skills and expertise in new or related areas, through undertaking and encouraging internal or external development activity.

**For those wishing to be considered for the role as Senior Lecturer, additional contributions expected include:**

* To lead academic programmes(s) in relevant areas as directed by the Head of Department.
* To lead Courses and large modules as required within subject area
* To lead as appropriate the review, development and quality enhancement of current or new programmes as required.
* To lead as appropriate on developments within the Department in at least one of the following areas as needed: Research and Scholarship, Research informed Teaching & Learning, External income generation, Student employability, Student experience, Student retention /achievement and Outreach.

# PERSON SPECIFICATION

**EDUCATION QUALIFICATIONS AND ACHIEVEMENTS:**

**Essential criteria;**

* PhD or equivalent qualification or experience in a related subject and topic (A)
* Proven track record of applied research and scholarship (A)

**Desirable criteria;**

* Membership of relevant professional body (A)
* Fellowship of the HEA (A)

**KNOWLEDGE AND EXPERIENCE:**

**Essential criteria;**

* Sufficient knowledge of subject (A/I)
* Practitioner experience in the field (A/I)
* Experience of teaching/supervision of students (A/I)

**Desirable criteria;**

* Ability to teach subject area at all levels (A/I)
* Ability to network and foster interactions and links with other educational bodies, professional institutions and employers (I)
* The aptitude to develop familiarity with a variety of pedagogic strategies to promote and assess learning (I)

**COMMUNICATION:**

**Essential criteria;**

* Ability to summarise and interpret complex, conceptual and specialist matters using a range of styles and media selected to meet the needs of a diverse audience (I/P)

**SERVICE DELIVERY:**

**Essential criteria;**

* Experience of exploring and adapting a service to meet student expectations and also identifying ways of improving standards (I)
* Experience in module and/or programme development and leadership is required (A/I)

**DECISION MAKING:**

**Essential criteria;**

* Experience of taking independent decisions over the design and delivery of own modules and assessment methods, collaborating with colleagues about implementation (I)

**PLANNING AND ORGANISING RESOURCES:**

**Essential criteria;**

* Experience of planning, prioritising and organising the work or resources of self and others within own area on a daily, weekly or monthly basis, coordinating with others, ensuring students’ needs and expectations are met (I)

**INITIATIVE AND PROBLEM SOLVING:**

**Essential criteria;**

* Experience of using initiative and creativity to resolve problems where the optimal solution may not be immediately apparent but has to be assessed by a process of reasoning (P/I)

**ANALYSIS AND RESEARCH:**

**Essential criteria;**

* Engagement with subject, professional and pedagogy research to support teaching activities (P/I)
* Conduct individual or collaborative scholarly projects (A/I)
* Extend, transform and apply knowledge acquired from scholarship to teaching and appropriate external activities. The role holder is also required to develop and produce learning materials and disseminate the results of scholarly activity (I)

**PASTORAL CARE AND WELFARE:**

**Essential criteria;**

* Experience of providing first line support and advice on commonly occurring welfare issues or queries in line with the standard welfare procedures for the University, appreciating the needs of students and their personal circumstances (A/I)

**TEACHING AND LEARNING SUPPORT:**

**Essential criteria;**

* Experience of designing teaching materials and delivering this either across a range of modules or within a subject area, using appropriate teaching, learning support and assessment methods (P/I)

**OTHER ESSENTIAL CRITERIA:**

* Commitment to and understanding of equal opportunity issues within a diverse and multicultural environment (I)

**Criteria tested by** **Key:**A = Application form  
C = Certification

I = Interview  
P = Presentation  
R = Research papers  
T = Test