

**JOB DESCRIPTION**

Job Title: Lecturer in Events & Hospitality Management (12 month fixed-term H contract)

School: Royal Docks School of Business and Law / Institute of Hospitality and H Tourism

Grade: F

Campus: Docklands/Stratford

Responsible to: Director of Institute of Hospitality and Tourism

Liaison with: Students, university staff, local employers, other professional and H

 academic organisations, schools and colleges

**Never Not Moving Forward**

Build your career, follow your passion, be inspired by our environment of success. #BeTheChange

The University of East London is one of the most diverse and vibrant universities in the global capital. Our pioneering and forward-thinking vision is making a positive and significant impact to the communities we serve, inspiring both our staff and students to reach their full potential.

Born in 1898 to serve the skills needs of the 2nd industrial revolution, the University of East London has commenced Year 3 of its transformational 10-year [Vision 2028 strategic plan](https://issuu.com/universityofeastlondon/docs/annual_review_2020?utm_source=Charlotte%2BWhite%2Btest%2Bmail%2Blist&utm_campaign=46c08a193b-EMAIL_CAMPAIGN_2018_09_19_02_52_COPY_04&utm_medium=email&utm_term=0_e8797a5163-46c08a193b-) led by our Vice-Chancellor & President, Professor Amanda Broderick, to advance Industry 4.0 careers-1st education. We have a clear route-map to provide a springboard for the jobs and opportunities of the future; drive diversity in the 4.0 talent pipeline - working in partnership to promote talent wherever it is found; and to create an inclusive and sustainable, green future.

We are looking for forward-thinking, innovative, curious, high-energy, self-aware people who are passionate about making a positive difference and who will thrive in an inclusive and diverse University community who are never not moving forwards.

As one of the most socially inclusive and international Universities and comprising one of the most diverse staff populations in the UK (50% of our professoriate identify from black or minority ethnic backgrounds), we are hugely proud of our track record in reducing inequalities (ranked 1st in the UK & 2nd globally, Times Higher Education Global Impact Rankings, 2020) and our commitment to equality, diversity and inclusion is at the heart of Vision 2028.

We are building an environment of success where colleagues are supported to achieve, and our community can flourish and thrive. We are an accredited Investors in People Award Institution and have achieved the Investors in People Health and Wellbeing Award. With Athena Swan Awards and being one of a small number of Universities to have achieved the Race Equality Charter Award, we continue on our journey to address and reduce barriers to opportunity.

So, if you are looking to build your career in a dynamic, inclusive and performance-focused team and are inspired by our environment and drive for success, we want you to apply to join the University of East London. We are looking for inspirational individuals who have a passion to make a positive difference to people and planet, creating a more sustainable future for everyone.

**THE DEPARTMENT:**

The UEL 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.

**JOB PURPOSE:**

To benefit our students by providing high quality, innovative and engaging teaching, research, enterprise and/or professional activity as a member of the teaching team and in collaboration with others.

**MAIN DUTIES AND RESPONSIBILITIES:**

The following duties and responsibilities are intended to give a broad indication of the variety of tasks that a Lecturer may be expected to undertake. This is not an exhaustive list of activities and employees may be asked to undertake other duties which are commensurate with the grade and circumstances.

**TEACHING;**

* Act as module leader, taking responsibility for allocated modules and coordinating activities, resources and assessments.
* Design, develop, deliver and assess a programme of high-quality learning experiences across a range of modules and courses in hospitality/tourism/events management at undergraduate level. Develop teaching strategies, materials and assessments which are inclusive, engaging and appropriate to the student population.
* Equip learners with the skills, knowledge and attributes required by employers while maintaining a balance between practical relevance and academic rigour.
* Contribute to quality teaching and related activities across a range of existing and new programmes particularly in the areas of hospitality, tourism, events and sport management;
* Regularly monitor and assess the effectiveness of curriculum delivery; identify and address areas for improvement in consultation with Director of the Institute of Hospitality and Tourism and colleagues.
* Act as the academic advisor and academic supervisor to a group of allocated students, pro-actively engaging with all students ensuring feedback is provided in a timely and appropriate manner.
* Supervise and support students undertaking dissertations/research projects as appropriate and as required.
* Use listening, interpersonal and pastoral care skills to deal with sensitive issues concerning our diverse student body.

**OTHER;**

* Contribute to university activities, particularly those intended to enhance the student experience and improving attainment gap between BAME and white students.
* Participate and actively engage in university activities, including Open Days, school/college liaison, meetings, committees and assessment boards.
* Work with external partners and organisations promoting UEL.
* Contribute to the planning and implementation of the organisational strategy at school and department level.
* Work within the University’s equal opportunities policies and procedure and actively promote equality, diversity and inclusion.
* Undertake such duties as may be assigned by the Dean or designated nominee.

**PERSON SPECIFICATION**

**EDUCATION, QUALIFICATIONS AND ACHIEVEMENTS:**

**Essential criteria;**

* A Master’s degree in a relevant subject and/or extensive industry experience (A/C)

**Desirable criteria;**

* PhD in a relevant subject (A/C)
* PG Cert and/or another relevant teaching/training qualification and/or AdvancedHE Fellowship (A/C)

**KNOWLEDGE AND EXPERIENCE:**

**Essential criteria;**

* Relevant knowledge and/or experience of the hospitality/events or related industry (A)
* Demonstrable ability to structure and deliver a teaching session to maximise the value to students (A/I/T)
* Experience of using blended and inclusive strategies and learning methods to balance practical relevance and academic rigour in curriculum delivery, maximising the learning experience (A/I)
* Understanding of industry skills needs at all levels particularly in the areas of operations, leadership, food and the experience economy (A/I)
* Ability to anticipate challenges faced by students and provide relevant support to help (I)

**Desirable criteria;**

* Experience of supervising research students undertaking dissertations at undergraduate level (A)

**SKILLS AND ABILITIES:**

**Essential criteria;**

* Resilient, flexible, self-motivated, goal and outcome orientated with a genuine drive to constantly improve curriculum content and delivery to optimise the learner experience in core subject areas whilst demonstrating strong time and work management skills (A/I/T)
* A confident networker and relationship builder able to engage local and national employers and other educational institutions to provide progression opportunities and enhance the student experience (A/I)

**Desirable criteria;**

* Establish relationships with relevant employers (A/I)

**PERSONAL ATTRIBUTES AND QUALITIES:**

**Essential criteria;**

* A strong commitment to widening participation through high quality, reflective, collaborative professional practice in higher education and a deep understanding, based on solid experience, of how to bring out the best in students from diverse backgrounds, including those who may have under-performed in the past (A/I/T)

**OTHER ESSENTIAL CRITERIA**

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

**Criteria tested by Key:**

A = Application form C = Certification I = Interview T = Teaching task