

**JOB DESCRIPTION**

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| **Job Title** | Lecturer in Business/Human Resource Management |
| **School / Service** | School of Business and Law / Department of Business |
| **Grade and Salary Range** | **F** |
| **Location and Hybrid working status** | Docklands/Stratford |
| **Reporting to** | Head of Department, Business |
| **Liaison with** | Students, university staff, local employers, other professional and academic organisations, school and colleges |

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

**#BeTheChange**

**THE UNIVERSITY OF EAST LONDON**

If you are seeking a career that combines cutting-edge education with a passion for creating positive change, look no further than the University of East London. Founded in 1898 to meet the skills needs of the 2nd industrial revolution, we’re now in Year 5 of our transformational 10-year Vision 2028 strategic plan, spearheaded by our Vice-Chancellor and President, Professor Amanda Broderick.

Our goal is to advance industry 5.0 careers-first education and provide a clear path to the jobs and opportunities of the future. We are committed to driving diversity in the 5.0 talent pipeline, working in partnership to promote talent wherever it is found and creating a sustainable, inclusive, and green future.

But we can't achieve this goal alone. We need forward-thinking, innovative, and curious individuals like you to join our community and help us shape the future. As part of our team, you'll have the opportunity to work with a diverse range of people who share your passion for creating positive change. We’re an inclusive and welcoming community that is constantly moving forward, never satisfied with the status quo.

If you're ready to join a team that values your unique skills and perspectives and is dedicated to making a difference, we invite you to explore a career with us. We are excited to welcome talented individuals who are committed to advancing their careers while making a positive impact on the world.

**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 teachers, 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.
* To teach and assess students in HRM/OB/Leadership modules at all levels (3-8).
* Design, develop, deliver and assess a programme of high-quality learning experiences across a range of modules and courses at undergraduate and postgraduate 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 people analytics, HRIS, and Leadership
* Regularly monitor and assess the effectiveness of curriculum delivery; identify and address areas for improvement in consultation with Head of Department 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.
* To supervise UG, PG and Doctoral level student work.
* 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, 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 subject 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**

* 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 Business, HRIS, People Analytics and HRM 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**

* 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**

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

**DECISION MAKING**

* 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**

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

**INITIATIVE AND PROBLEM SOLVING**

* 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**

* 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**

* 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**

* 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