

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job Title** | Lecturer /Senior Lecturer in Events & Leisure Management |
| **School**  | Royal Docks School of Business and Law |
| **Grade**  | F/G |
| **Location** | Docklands Campus |
| **Reporting to** | Head of Department / Cluster Lead |
| **Key working relationships: Internal**  | Students, University staff (Academic and Professional Services) |
| **Key working relationships: External**  | Local employers, other professional and academic organisations and individuals |
| **Contract type / Hours**  | Permanent, 36 hours per week (Full time) |

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 innovative education with a passion for crafting 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 ground-breaking [10-year Vision 2028 strategic plan](https://www.uel.ac.uk/about/vision-2028), orchestrated 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 generating 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 outstanding skills and perspectives and is dedicated to making a difference, we invite you to explore a career with us. We are excited to welcome versatile individuals who are committed to advancing their careers while making a positive impact on the world.

**BRIEF OVERVIEW OF THE INSTITUTE OF HOSPITALITY AND TOURISM AT THE ROYAL DOCKS SCHOOL OF BUSINESS & LAW**

The Royal Docks School of Business & Law is a contemporary and vibrant learning community where we focus on providing a transformational educational experience for our students. With a clear focus on creating graduates of the future, we are a key School within an ambitious University. Based in the fast growing and diverse environment of east London and Docklands, the school is well positioned in a community benefiting from substantial inward investment and regeneration.

At the Institute of Hospitality & Tourism (IoHT), we take pride in all our staff and students, who are talented, hard-working, and come from rich, diverse backgrounds. We are driven to provide the best qualifications, practical ability, and career support, so that our students and graduates have the best possible chance of developing a great career in their chosen field. We deliver original, innovative teaching that challenges students academically, while actively encouraging our academic staff to engage with the Institute of Hospitality & Tourism’s growing research community."

At IoHT, you will be part of an inclusive and interdisciplinary scholarly community that encourages curiosity, creativity, critical thinking and collaboration.

**JOB PURPOSE**

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

**KEY DUTIES AND RESPONSIBILITIES**

**Teaching and Learning:**

* 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 at undergraduate and postgraduate levels.
* 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.
* Regularly monitor and assess the effectiveness of curriculum delivery; identify and address areas for improvement in consultation with the Head of Department/Cluster Lead and colleagues.
* Supervise and support students undertaking dissertations/research projects as appropriate and as required.
* Undertake such duties as may be assigned by the Dean or designated nominee

**Research & Scholarship:**

* Participate and actively engage in research and other scholarly activities within the department and the wider school.
* Maintain scholarship, research and consultancy engagement compatible with and complementary to the teaching role and other activities.

**Student Experience & Education:**

* Use listening, interpersonal and pastoral care skills to deal with sensitive issues concerning our diverse student body.
* 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.
* Contribute to university activities, particularly those intended to enhance the student experience and improving retention and progression

**Collaboration and Networking:**

* Work with external partners and organisations promoting UEL.
* Contribute to the planning and implementation of the organisational strategy at school and department level.
* Participate and actively engage in university activities, including Open Days, school/college liaison, meetings, committees and assessment boards.
* Work within the University’s equal opportunities policies and procedure and actively promote equality, diversity and inclusion.

**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.

The duties and responsibilities outlined above provide a general overview of the range of tasks that a (**Lecturer /Senior Lecturer**) at the University of East London may be required to perform. Please note that this job description is not exhaustive, and additional tasks aligned with the role's grade may be assigned as needed.

The job description may also be updated to reflect changes in circumstances, and employees will be consulted if any amendments are required.

**All employees must adhere to all UEL policies and regulations, demonstrating a commitment to equal opportunities within a diverse and multicultural environment. Employees are also expected to actively contribute to building and maintaining a positive reputation for UEL in all their professional activities.**

**PERSON SPECIFICATION**

The University's Core [Values](https://www.uel.ac.uk/about/governance/ethical-framework) are **Passion, Inclusion, Courage**, and they are at the root of everything we do and everyone in our community is expected to demonstrate them.

|  |  |  |  |
| --- | --- | --- | --- |
| Education and Qualifications | Essential  | Desirable | Criteria assessed by |
| Master’s degree in a relevant subject and/or extensive industry experience | **[x]**  | **[ ]**  | A/C |
| PhD in a relevant subject  | **[ ]**  | **[x]**  | A/C |
| PG Cert and/or another relevant teaching/training qualification and/or Advanced HE Fellowship  | **[ ]**  | **[x]**  | A/C |
| Experience/Knowledge |  |  |  |
| Relevant knowledge and / or experience in Events & Leisure Management, with some desirable experience in Hospitality/Events Finance.  | **[x]**  | **[ ]**  | A |
| Experience of curriculum design and development using blended and inclusive strategies and learning methods to balance practical relevance and academic rigour in curriculum delivery, maximising the learning experience  | **[x]**  | **[ ]**  | A/I |
| Experience of supervising students undertaking dissertations at undergraduate and postgraduate level  | **[ ]**  | **[x]**  | A |
| Experience of establishing relationships with relevant employers | **[ ]**  | **[x]**  | A/I |
| Experience of publishing academic research and/or other scholarly work  | **[ ]**  | **[x]**  | A/I |
| Skills/Abilities |  |  |  |
| Demonstrable ability to structure and deliver a teaching session to maximise the value to learners  | **[x]**  | **[ ]**  | A/I/P |
| Understanding of industry skills needs at all levels particularly in the areas of operations and leadership  | **[x]**  | **[ ]**  | A/I |
| Ability to anticipate challenges faced by students and provide relevant support to help  | **[x]**  | **[ ]**  | I  |
| Ability to supervise research students at doctoral studies level  | **[ ]**  | **[x]**  | A |
| Other Competencies required  |  |  |  |
| 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  | **[x]**  | **[ ]**  | A/I/P |
| 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  | **[x]**  | **[ ]**  | A/I  |
| 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 | **[x]**  | **[ ]**  | A/I/P |
| A scholarly curiosity and openness to participating in and contributing to shaping the growing research community at the Institute of Hospitality & Tourism  | **[x]**  | **[ ]**  | I |
| Commitment to and understanding of equal opportunities issues within a diverse and multicultural environment  | **[x]**  | **[ ]**  | I |

Criteria assessed by Key:

A = Application form/CV C = Certification I = Interview P = Presentation task Other Activity = (please specify e.g

 Micro teaching, test etc.)

**Further Information:**

UEL is an inclusive equal opportunities employer and are proud of our Equality, Diversity and Inclusivity achievements. We expect all employees of UEL to accept our EDI policy and will not tolerate discrimination in any form. As an employee of UEL, we expect you to follow all relevant Health & Safety policies.

We're a disability confident employer and value all applications. Please let us know if you require any reasonable accommodations throughout the recruitment process.