

Job description

Post Title:	Lecturer / Senior Lecturer in HRM
Grade:	G / H
Faculty/Service:	Faculty of Business and Law
Accountable to:	Associate Head of Department
Accountable for:	NA
Post no:	1718585

Job context

Working in the Department of Business and Management which includes the Human Resource Management (HRM) Cluster, this post will focus on teaching and supporting students on specialist programmes within the cluster and also across the department and wider faculty.

NB The statements in bold apply to Senior Lecturer only.

Job purpose

To deliver teaching and learning to support the overall delivery of the module and/or programme in order to achieve outstanding learning outcomes for our students. To engage in research and/or scholarly/professional activity to enhance and inform the teaching design, delivery and curriculum development.

At senior lecturer level, to actively lead and participate in the design, development and assessment of module(s), and take overall responsibility for the academic health and currency of the module(s)/programme and perform a visible leadership role in relation to the teaching team.

Principal accountabilities

1. Teaching and Learning

- a) Teach as a member of a teaching team at undergraduate and post graduate level, across a range of modules or within a subject area, and contribute to the delivery of cross departmental modules (where appropriate). Teach in a variety of settings from small group tutorials to large lectures.
- b) Identify learning needs of students and define appropriate learning objectives and ensure that these are met through content, methods of delivery and learning materials.
- c) Contribute to/**lead** the planning and design of new modules and new delivery modes to support curriculum development across a range of modules/programmes and/or within

a subject area.

- d) Supervise the work of students (including projects, field trips and where appropriate, placements) and provide advice and support on study skills and help with learning problems.
- e) Continually improve and enhance teaching design and delivery by reflecting on own teaching practice, and obtaining and analysing feedback from students and peer observation.

2. Assessment and marking

- a) Select formative and summative assessment methods/approaches to monitor and measure students work against learning objectives.
- b) Mark and assess students work and monitor their progress by reference to the assessment criteria, providing timely and effective feedback in line with University quality standards.

c) Contribute to field and award boards.

3. Academic roles

- a) Undertake the pastoral and academic care of students through the academic and personal tutor (APT) role, referring students to professional services where appropriate.
- b) Act as a module/programme leader and co-ordinate with others (academic and professional service staff) to ensure student needs and the operational requirements of the module or programme are met.**
- c) Act as a mentor (where applicable) to colleagues with less experience.**

4. Research and scholarship

- a) Engage in scholarly/professional/research activity to enhance one's own practice.
- b) Apply knowledge to teaching and external activities, and expand opportunities within the department and across the faculty/wider university to share innovations.**
- c) Conduct individual or collaborative scholarly projects.**
- d) Contribute to the development of research that underpins the teaching in the subject area, by securing internal and external funding, and engaging with members of the faculty research centres.**

5. Communications and networking

- a) Contribute to collaborative links with other programmes / subjects, and to the collegiate life of the subject group, department, faculty and university.
- b) Develop internal and external networks. At Senior Lecturer to form relationships for future collaborations, for example to contribute to student recruitment, secure student placements, facilitate outreach work, generate income, obtain consultancy projects, or build relationships for future activities.**

- c) Continue the development of links with external partners in the city, region, nationally and internationally.

6. General

- a) Undertake appropriate administrative duties in areas such as admissions, timetabling, examinations, assessment of progress and student attendance.
- b) Contribute to recruitment and admissions processes including attendance at open days and the development of programme literature.**
- c) Participate in the full range of activities of the department, including degree shows, external exhibitions, liaison with schools, colleges and community.
- d) Attend team, programme, departmental/faculty meetings as required.
- e) Be responsible for own health and safety and that of your colleagues, in accordance with the University's health and safety policy.
- f) Comply with the University's equal opportunities policy, and uses this role to promote equality of opportunity wherever possible.
- g) To undertake any other duties which fall within the remit of this post.

Person specification

Qualifications/Professional membership

Essential

1. A good first degree.
2. A postgraduate degree in subject relevant to this role.
3. Evidence of continuing professional development.

Desirable

1. Qualified to PhD level, or committed to completing a PhD or DBA, in a subject relevant to the role.
2. Recognised teaching qualification. However, we will fund the Postgraduate Certificate in Academic Practice (PCAP) for the right candidate.
3. Membership of the CIPD

Knowledge/Skills/Experience

Essential

1. Possesses sufficient breadth and/or depth of specialist knowledge in the discipline to work within the established teaching programme.
2. Experience of teaching at least one of these specialist areas: Strategic HRM, reward, resourcing, employee relations, applied HRM

3. Demonstrates the ability to engage the interest and enthusiasm of students and inspire them to learn having taught in a variety of environments such as large scale lecturers, workshops and small group tutorials within a further or higher educational setting.
4. Has the ability to design innovative teaching and assessment materials for a taught programme, and engages in technology enabled learning to support effective student learning.
5. Demonstrates effective student support skills with an understanding of standard university policies and services that exist to support them.
6. Is able to work collaboratively with other team members and wider university colleagues to foster relationships and achieve shared priorities.
7. Demonstrates effective written and verbal communicate skills to produce academic documentation, and to present complex and conceptual ideas clearly across diverse audiences.
8. Demonstrates initiative and problem solving skills in order to apply appropriate learning approaches to teaching and learning support.
9. **Is able to contribute to the strategic development of the module/programme.**
10. Demonstrates good working knowledge of IT systems.
11. Is able to balance the pressures of teaching, administrative and/or other demands to meet competing deadlines, and has a proactive and flexible approach.
12. Has a commitment to enhancing teaching quality and standards through research and/or scholarly/professional practice, and to develop a culture of continuous improvement and change.
13. Makes an enthusiastic contribution to the collegiate life of the subject group, department, faculty and university.
14. Has a respect for the University's values, and a commitment to contribute to the role that higher education can make in society.

Desirable

1. Has experience of administration, quality assurance procedures and organisation elements of a taught programme.
2. **Demonstrates experience of research supervision at undergraduate and masters level.**
3. Shows an understanding of work based learning through having experienced working on programmes with integrated placements, internships or through distance learning.

Special conditions

Attending evenings and or weekend open days, as agreed with manager. Teach evenings on postgraduate programmes.

Health and Safety/Risks

This post has been identified with the following risks: (activities, hazards or exposures)

Risk 1

DSE / VDU User

Risk 2

Choose an item.

Risk 3

Choose an item.

Risk 4

Choose an item.

Risk 5

Choose an item.