



**LECTURERS – BUSINESS MANAGEMENT  
(Full-time and Part-time vacancies)**

**TITLE: LECTURER**

**REPORTS TO: PROGRAMME MANAGER**

**SUMMARY:**

The Business School in DGHE is looking to recruit full-time permanent staff and part-time freelance lecturers in business management. The successful candidates will be expected to contribute to the teaching at undergraduate levels and participate in the curriculum development of the department. The main duties for the post holder will focus on carrying out teaching-related duties, such as preparing course content, including e-learning and blended learning, designing, and assessing exams and assessments, and providing quality feedback to students. The current programmes we run will involve teaching during weekday, evening and Saturday and therefore flexibility of teaching allocation is desirable.

**MAIN DUTIES:**

**Teaching and curriculum development:**

- To undertake the full range of teaching, module leadership and other related duties, with due regard to quality assurance and professional conduct, and to provide high quality learning and teaching.
- To update the VLE with teaching material, scheme of work/syllabus, assessment and reading material.
- To design and develop innovative, inclusive and inspiring learning materials and assessments including blended learning, flip classroom and e-learning.
- To inform the Librarian of the requisite books to be ordered for the course/s.
- To contribute to the formative and summative assessment process for students including the setting, marking and internal verification/moderation of work, individually and collectively as part of a team in accordance with established procedures, and within the required deadlines.
- To engage in personal tutorials and with the drop-in sessions to provide further support to students.
- To undertake regular curriculum and program reviews in your specialism and revise and develop as necessary in consultation with the Programme Manager.
- To participate in relevant committees and boards, and team meetings.
- To carry out academic administrative work relevant to the department, such as completion of module reports, or contribution to departmental reports, invigilation of exams, completion and submission of attendance registers, in a timely and complete manner.

- To actively engage in research and scholarship that underpins the specialist area, and which contributes to departmental objectives ensuring up to date quality and leading-edge teaching.
- To arrange and supervise field trips, as appropriate.

**Scholarship and/or professional development:**

- To develop and maintain a record of research and scholarly achievement.
- To take advantage of opportunities for professional development.

**Service duties:**

- attend and participate in training sessions and inductions.
- attend and participate in departmental meetings.
- attend and participate in faculty meetings and, as requested, College -wide committees.
- adhere to and promote the College's Health and Safety policies and procedures.
- To provide advice and help to students according to the academic guidelines.
- assist the programme manager in administrative tasks, which may include peer observations, at-risk meetings, drop-in sessions, marking of coursework, monitoring of virtual learning environment.
- take on board (if required) the role of module leader, for taught modules, and managing the teaching team.

*NOTE: The above responsibilities are subject to change at the discretion of the College and shall include other reasonable responsibilities as the College may with from time-to-time assign.*

**PERSON SPECIFICATION**

<b>Criteria</b>	<b>Essential/Desirable</b>	<b>Identification</b>
<ul style="list-style-type: none"> <li>• Masters in relevant business area</li> </ul>	Essential	CV
<ul style="list-style-type: none"> <li>• PhD higher degree in relevant business area</li> </ul>	Desirable	CV
<ul style="list-style-type: none"> <li>• Teaching experience at Higher Education level with evidence of successful student learning outcomes and good pedagogic practice in related-subject area</li> </ul>	Essential	Interview
<ul style="list-style-type: none"> <li>• Evidence of contemporary knowledge and skills in any of the following areas: marketing and strategy, human resource management, finance and accounting, and entrepreneurship.</li> </ul>	Essential	Interview
<ul style="list-style-type: none"> <li>• Research and publication experience</li> </ul>	Desirable	CV
<ul style="list-style-type: none"> <li>• Ability to provide academic support to students</li> </ul>	Essential	Interview
<ul style="list-style-type: none"> <li>• Organisational and administrative skills</li> </ul>	Essential	Interview
<ul style="list-style-type: none"> <li>• ICT Skills</li> </ul>	Essential	CV
<ul style="list-style-type: none"> <li>• An appropriate teaching qualification or registered practitioner status with Advance HE</li> </ul>	Desirable	CV