

Job Description and Person Specification

Job Description:

Role: Lecturer, Business & Management (two posts), DGHE Business School (Full Time)

Reports to: Head of School

Summary:

The Business School in DGHE is looking to recruit full-time permanent staff to deliver modules (Levels 4 to 6) in a range of business and management subjects. 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.

Note: Successful candidates may have the opportunity to take on programme management responsibilities as the academic year progresses.

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 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 Head of School or relevant 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 required, 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 Head of School and Programme Managers in administrative tasks, which may include (among other things) peer observations, at-risk meetings, drop-in sessions, marking of coursework, monitoring of virtual learning environment.
- Take on (as required) the role of module leader for taught modules, including management of the associated 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:

Criterion	Essential/Desirable	Identification
Master's degree in relevant business subject	Essential	CV
Doctoral degree in relevant business subject	Desirable	CV
Teaching experience at Higher Education level (L4-6), with evidence of successful student learning outcomes and good pedagogic practice	Essential	Interview
Evidence of contemporary knowledge and skills in a range of business areas, such as: marketing, strategy, human resource management, finance and accounting, sales, organisational behaviour, operations management and entrepreneurship	Essential	Interview
Proven ability to provide academic support to students	Essential	Interview
Proven professional experience in industry in one or more business specialisms	Essential	CV
An appropriate teaching qualification, or registered practitioner status with Advance HE (minimum FHEA)	Desirable	CV
Organisational and administrative skills	Essential	Interview
Demonstrable skills in MS Office and VLE environments	Essential	CV and Interview