

## Job Description

<b>Job Title:</b>	<b>Associate Lecturer in Accounting &amp; Finance</b>
<b>Job Ref:</b>	<b>BUS189A</b>
<b>Campus:</b>	<b>Hendon</b>
<b>Grade:</b>	<b>Grade 6</b>
<b>Salary:</b>	<b>£32,407 - £37,165 pa (including OLW)</b>
<b>Period:</b>	<b>2 Year Fixed Term</b>
<b>Reporting To:</b>	<b>Head of Department</b>

### **Role Summary**

The role will typically be held by an emerging academic. The role will provide support to academics and is aimed at enhancing the student learning and teaching experience. The Associate Lecturer will work within an established academic team.

### **Job Purpose**

To facilitate student learning and teaching and learning activities in a variety of learning environments (physical and/virtual). To provide appropriate advice and/or support to students to promote effective learning.

### **Main responsibilities**

#### **Learning and teaching**

- Deliver classes/seminars/workshops within an established course and academic team.
- Supervise learning activities, including practical work. Coach students face to face and online.
- Contribute to assessment activities and feedback.
- Develop learning resources
- Participate in field trips and invigilation as required.

#### **Professional practice**

- Assist with professional practice activities where appropriate
- Engage in relevant practice professional practice to support personal development

#### **Research, knowledge transfer and**

- Assist with research and/or knowledge transfer activities as appropriate.
- Engage in research and /or knowledge transfer to support personal development.

#### **Administration and management**

- Advise and coach colleagues.
- Adhere to University policies and processes.
- Contribute to effective and efficient running of department/school.

**Hours:** 35.5 hours per week for 52 weeks per annum; actual daily hours by arrangement. Some flexible working involving weekend or evening work will be required.

**Leave:** 30 days per annum plus eight Bank Holidays and seven University days taken at Christmas (pro rata for part-time staff) which may need to be taken as time off in lieu.

**Flexibility:** Please note that given the need for flexibility in order to meet the changing requirements of the University, the duties and location of this post and the role of the post-holder may be changed after consultation. The balance of duties may vary over time and will be reviewed as part of the appraisal process.

## PERSON SPECIFICATION

**Post Title: Associate Lecturer in Accounting & Finance**

Essential Requirements

### Knowledge, Skills and Experience

- Appropriate accounting professional qualifications and/or postgraduate degree qualification with specialism in Corporate Governance, Social Accounting or Ethics.
- Ability to deliver high quality teaching in appropriate contexts.
- Understanding of relevant academic professional practice.
- Proven ability to work on own initiative and as part of a team.

**No Parking at Hendon campus:** There are no parking facilities for new staff joining our Hendon campus, except for Blue Badge holders. If you are applying for a post at our Hendon Campus please ensure you can commute without using a car.

Information on public transport to Hendon can be found here:

<http://www.mdx.ac.uk/aboutus/Location/hendon/directions/index.aspx>

We offer an interest-free season ticket loan, interest-free motorbike loan, and bicycle and motorbike parking and changing facilities.

Flexible working applications (including part-time working) will be considered.

The postholder should actively follow Middlesex University policies and procedures and maintain an awareness and observation of Fire and Health & Safety Regulations.

**Closing date** for receipt of applications:

### **What Happens Next ?**

If you wish to discuss the job in further detail please contact Firoozeh Ghaffari, Head of Department, [F.Ghaffari@mdx.ac.uk](mailto:F.Ghaffari@mdx.ac.uk). If selected for interview, you will hear directly from someone in the School/Service/Campus, usually within 3 weeks of the closing date.

### **Postgraduate Certificate in Higher Education programme**

Staff who do not hold a teaching qualification in Higher Education may be required to undertake a PGCHE on appointment.

### **POST GRADUATE CERTIFICATE IN HIGHER EDUCATION**

Set out below are the conditions which apply to newly appointed academic or related staff in relation to the PG Cert Higher Education programme:

- all staff with a contract of more than two years duration and not less than 0.5 FTE are expected to complete the programme unless exempted at the time of appointment;
- other fractional staff and part-time hourly-paid staff may enroll on the programme subject to the normal University conditions concerning payment of tuition fees;
- exemption shall be granted to suitably qualified and experienced staff: *i.e.* 3 years full-time or equivalent or PG Cert HE or equivalent;
- normally staff should be expected to complete the PG Cert HE programme successfully within 24 months of enrolling;
- normally there will be an upper limit of four years to complete the programme successfully. If problems are identified at 30 months every effort will be made to resolve them at a staff development level;
- failure to complete the programme within four years may result in delayed grade progression within the University from Lecturer to Senior Lecturer and is likely to be considered negatively when candidates in such a position apply for promotion;
- staff must be given adequate time to complete the programme within an agreed time framework (*i.e.* normally within 24 months);
- staff will normally be given a time allocation of 0.1 FTE in order to participate in the programme;
- staff who do not complete the programme successfully within 48 months of enrolment without good cause shall not receive a further increment until they do successfully complete the programme;
- where exceptional circumstances apply staff should have the right to appeal to the Deputy Vice-Chancellor against a decision to withhold increments pending successful completion of the programme within four years.

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The following qualifications will be considered for exemption of new teaching staff from undertaking the PGCHE:

#### **Either**

- Qualified teacher status: e.g. Registered teaching qualification recognised by SEDA, Bed, PG Cert E or further education qualification;
- DFEE registered teaching number (school based number);
- Recognised ENB (NURSING) teaching qualification.

#### **Or**

- Three years full time teaching experience (subject to review following guidelines from ITLHE).

#### **Not Accepted**

General Adult Education cert. not accepted at present as it does not consider theories of learning, knowledge, needs, skills, and principles of learning.

**NB** Regardless of exemption, all new lecturers to the University MUST go through academic induction.

## Academic Professional Apprenticeships

Newly appointed academic professionals, including Associate Lecturers, engaged in higher education teaching and/or research have for some years been required to undertake the PG Cert HE programme unless they hold an equivalent qualification or relevant experience. This is because Middlesex University is committed to the professionalisation of teaching in higher education through recognition and the celebration of good practice in learning and teaching. The PG Cert HE carries academic credit, not only for articulating and demonstrating the scholarship of teaching and learning but, of equal importance, for evidence from practice which convincingly underpins espoused theory.

From September 2018, subject to eligibility criteria, Academics without a teaching qualification are now required to undertake the Academic Professional Apprenticeship or the PG Cert HE as appropriate. Key points *(please refer to the Academic Professional apprenticeship Guidelines for more detailed information)* <https://www.intra.mdx.ac.uk/key-information/academic-professional-apprenticeship>

- Employees will follow a Teaching or Research route dependent on the focus of their main post'
- The Academic Professional Apprenticeship is expected to be completed over 18 to 24 months.
- Employees working less than 0.8 FTE will have the duration of the Apprenticeship extended.
- 20% of the contractual time is set aside for off the job Training (7 hours a week).
- Applicants will be auto-registered on the Apprenticeship in October or January following their employment.
- The Apprenticeship is managed by the School of Health and Education
- Applicants have 2 years to successfully complete the programme.

## Guidance Table

Considerations	Answer
Does applicant already have a teaching Qualification?	If yes, no further action is required. If applicant does not already have a teaching qualification and is a UK or EEA national (who has been in the UK for at least 3 years) they will be auto registered onto the Academic Professional Apprenticeship.
Is applicant a UK or EEA national (who has been in the UK for at least 3 years) ?	If Applicant does not meet the requirements ( <i>i.e although they have the right to work but have not been in the UK for 3 years</i> ), they will be required to undertake the PG Cert HE as they will not be eligible to be an apprentice.
When are applicants expected to start the programme?	If Applicant commences employment before September, they will commence the programme in September. Applicants who commence employment after September but before January, will commence in January.
Are applicants able to request a deferral?	Any permission for deferral will be given by the Dean.