

Job Description

Job Title: Senior Lecturer in Media Management
Job Ref: MPA119
Campus: Hendon
Grade: Grade 8
Salary: £42,759 - £49,160 per annum

Period: Permanent

Reporting To: Head of Department

**Reporting to
Job Holder:**

Role Summary

The role will be held by an academic and/or person with professional experience in media management ideally gained within the audio-visual industries. The successful candidate will contribute to the well established and thriving MSc Media Management at Middlesex University, and will be expected to deliver excellent teaching, and undertake significant research or knowledge transfer activities in order to develop and enhance our provision in this area. The role will offer the opportunity to make a substantial contribution to curriculum development at postgraduate level.

Job Purpose

To work collaboratively within the Department, to ensure an outstanding student learning experience and to contribute to the profile of the University, through high quality research, publication and/or professional practice/knowledge exchange.

Main responsibilities

Learning and teaching

- Deliver high quality teaching to students on the MSc Media Management Programme, and other commensurate programmes by negotiation
- Design, develop and evaluate teaching activities and materials to support a high level of learning and achievement on modules within the programme
- Take responsibility for leadership of learning and teaching activities e.g. module or programme leadership, participating in the quality enhancement of learning, teaching and assessment activities
- Ensure that teaching is informed by personal research expertise or professional experience in the field
- Give effective advice, guidance and feedback to students, to support their academic progress
- Ensure that cutting edge research insights and relevant professional practices are built into the curriculum by actively contributing to programme review and design
- Enhance student experience and outcomes

Research and knowledge transfer

- Jointly or independently, develop applications for research and knowledge transfer funding
- Individually or with others, conduct and disseminate the outputs of high quality research, normally of international standard
- Develop and maintain a network of research and/or knowledge transfer related contacts, in the University and the wider professional community
- Continue to update own knowledge in the field of Media Management
- Supervise Masters and Doctoral students' scholarship and research activities (as appropriate)

Contribution to the University

- Contributing to the administration of the academic programme, to include collaborative provision, participating in student recruitment activities, induction, assessment boards and curriculum development activities.
- Undertaking administrative tasks including use of University data management and communication systems.

Other expectations

Staff on academic contracts will:

- Undertake continuous professional development
- Attend meetings and committees as requested by the Head of Department;
- Undertake such other duties as may reasonably be required.

Hours: The duties and responsibilities of a Lecturer are wide-ranging. You will be expected to work hours as are reasonably necessary in order to fulfill your duties and responsibilities.

Leave: 35 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: **Senior Lecturer in Media Management**

Essential Requirements

Knowledge, Skills and Experience

- Either a doctorate in a relevant academic subject or a minimum of 5 years relevant professional experience as a manager within an established media company
- Demonstrable expertise in one or more specialist area relevant to the subject (for example, Cultural Policy, Media Policy, Media Economics, Strategic Management, Programming or Audience Development)
- Broad knowledge and understanding of the contemporary business environment in which the media industries operate both in the UK and internationally
- Broad knowledge and understanding of current professional practice in the sector
- A track record of securing funding for research, knowledge transfer and/or professional projects
- A track record of either high quality research and publication, or the dissemination of high quality professional practice outputs in the field
- Proven ability to deliver high quality teaching
- Ability to engage students and staff, and to motivate them to perform at their best
- Understanding of good professional practice in learning and teaching

Desirable Requirements

- Experience of curriculum design
- A professional network within the media industries
- Fellowship of the Higher Education Academy
- Experience of online pedagogies

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/campus/campuses/docs/Hendon_campus_map.pdf

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.

What Happens Next ?

If you wish to discuss the job in further detail please contact the Head of Department for Media, James Charlton, via email: j.charlton@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. If you do not hear from us you may assume that your application was unsuccessful.

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 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.

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.