

Job Description

Job Title:	Lecturer in Business & Management
Job Ref:	BAL22
Campus:	Hendon
Grade:	Grade 7
Starting Salary:	£43,206 per annum inclusive of Outer London Weighting rising to £49,444 incrementally each year.
Hours:	The duties and responsibilities of a Lecturer (Education) are wide-ranging. You will be expected to work hours as are reasonably necessary in order to fulfill your duties and responsibilities.
FTE:	1
Period:	Permanent
Reporting To:	Head of Department or nominee

Job Holder:

Role Summary

The postholder will have either a track record of excellence in learning and teaching and/or in professional practice in Business and Management and will demonstrate a commitment to Middlesex's purpose to put knowledge into action and to its vision to transform outcomes for individuals, communities and organisations and to empower people to change their lives.

Teaching and learning delivery will align to and promote our Learning Framework principles to ensure flexible and inclusive approaches; personalised and impactful learning for our students delivered through embedded practices, including inclusive curriculum design, practice-led learning, and research informed teaching.

Their ways of working will align to and further our community principles: action orientated; radically creative; radically simple; leading in equality, diversity and inclusion; collaborative; acting with care and integrity.

Job Purpose

To deliver excellence in teaching through the effective design, delivery, assessment and evaluation of learning that puts knowledge into action, enabling all our students, whatever their background or educational journey, to thrive and achieve. To provide high quality and personalised student support and to engage students in their education such that they can play their part in developing fairer, healthier, more prosperous and sustainable societies both during their studies and after graduation. To make a positive contribution to the team responsible for their discipline and to the wider Department/School, Faculty and University.

Main responsibilities

- Deliver high quality teaching to students through allocated sessions and resources
- Set and mark assessments, providing timely constructive feedback to students
- Provide effective academic leadership and management of allocated modules working constructively with academic and professional services colleagues to meet the academic calendar timelines

- Carry out module and course evaluation, including facilitating student feedback; reflecting on teaching design and delivery; and implementing ideas for enhancement of student experience and outcomes
- Design, develop and review teaching activities and materials including content, structure, forms of delivery and assessment methods to ensure that learning and teaching remains relevant and aligned to the Learning Framework
- Contribute to the development of innovative teaching and learning practices, course designs and curriculum development, sharing good practice with colleagues across the University's campuses
- Contribute to the development of content and structure of modules and put forward proposals on how this should be achieved
- Maintain an understanding of professional practice in the subject discipline and pedagogy to inform teaching practice and module leadership
- Ensure that course design and delivery comply with the quality standards and regulations of the University and department
- Give effective advice, guidance and feedback to students, to support their academic progress – including advice on study skills and identifying and supporting learning needs
- Undertake pastoral care duties including personal tutoring and sign posting to specialist support
- Contribute to the accreditation of programmes and quality control processes
- Maintain and develop own professional profile and participate in the development of and engagement with departmental links with external partners in order to enhance student experience and outcomes
- Contribute to the success of the academic programme, by supporting student recruitment, induction etc
- Undertake other activities, as required

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: **Lecturer in Business & Management**

Essential Requirements

Knowledge, Skills and Experience

- Appropriate academic qualifications at postgraduate level (normally a doctorate or equivalent) **or** a relevant professional qualification
- Experience of teaching, curriculum development and quality management and enhancement **or** practice experience that demonstrates capability to transition successfully to a teaching role within the HE sector
- Recognised teaching qualification **or** commitment to achieve within two years
- Ability to deliver high quality teaching and to use a range of delivery techniques to enthuse and engage students
- Sufficient breadth or depth of specialist knowledge in the area of discipline to develop teaching programmes and the provision of learning support
- In-depth understanding of own specialism to enable the development of new knowledge and understanding within the field
- Understanding of good professional practice in learning and teaching and pedagogy
- Evidence of a positive impact at discipline programme level beyond own teaching
- Excellent written and verbal communications skills
- Ability to bring new ideas and innovative approaches to learning and teaching
- Ability to work effectively as part of a wider team and build positive working relationships
- Balance competing pressures of teaching, scholarship and administrative activities
- Commitment to completing formal training in academic practice
- Demonstrates strong student-centric approach to ways of working and commitment to high quality standards.
- Demonstrable commitment to fairness and the principles of equality and inclusion.

Parking at Hendon campus

There are currently *Regular Parking Permits and Pre-Paid Parking options* available to new joiners. Further details are available on the Travel and transport page on the staff intranet. *Please note if the number of applications becomes oversubscribed these parking options could be withdrawn at any point.*

Information for Disabled Staff

Staff and visitors with their own current blue badge have access to free parking on campus. All blue badge holders should present a copy of their blue badge to the security office in the Quad. Holders will be given car park access up to the date of expiry of their blue badge.

Public Transport

Our Hendon Campus is well served by public transport with buses, London underground and British Rail services all within a short walk of the campus. You can get detailed journey information from TfL (www.tfl.gov.uk) and have a look at our directions and location to help plan your travel: <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.

We value diversity and strive to create a fairer, more equitable work environment for our staff and students.

We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff diversity networks, campus facilities and services to support staff from different backgrounds.

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, Professor & HoD, Strategy, Leadership and Operations, Professor Goudarz Azar, G.Azar@mdx.ac.uk.

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.

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.

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.