

Job Description

Post title: Hourly Paid Lecturer – Economics, Business & Finance Property Management and Development	Post No: N1243
Organisation Unit: School of Architecture, Design and the built Environment	Date compiled: May 2018
Grade: HPL 1	Hours: As per teaching schedule(s) Weeks per year: To be agreed as per teaching schedule(s)
If fixed term, state duration: N/A	
Immediate line manager: Principal Lecturer	
Designation and grade of any staff supervised by the post holder: N/A	
Job purpose: To support the delivery of the undergraduate and/or postgraduate portfolio within Property Management and Development by making a direct contribution to teaching.	
Principal duties and responsibilities:	
A. Subject area	
You should be able to offer teaching in one of the following subjects:	
<ol style="list-style-type: none"> 1. Economics 2. Real Estate investment and Finance 3. Real Estate Economics 4. Business 5. Accountancy 	
B. Principal Duties	
The role will encompass all of the following, but the balance of duties and responsibilities will be determined in discussion with the post holder's line manager:	
<ol style="list-style-type: none"> 1. As part of the module team, prepare and deliver teaching and teaching materials, utilising appropriate teaching, learning, support and assessment methods to ensure the defined learning objectives are met, with the guidance of module leader and/or programme team, and taking into account student or peer feedback where appropriate. 2. Transfer knowledge in the form of practical skills, methods and techniques. This may take the form of lectures, seminars, labs, workshops or field trips where appropriate. 3. The setting and marking of projects and assignments including acting as a tutor for dissertations, and providing timely feedback to students. 4. The setting, marking and supervision of examinations (including referrals). 	

5. To keep accurate records of attendance, records of work and to file electronic copies of students' work and feedback using the systems provided.
6. Build internal contacts and participate in internal networks for the exchange of information and to form relationships for future collaboration, through engaging with colleagues within own school in shared activities.
7. To contribute to the effective working of the relevant academic teams, attending course meetings as appropriate.
8. Work cooperatively with the subject administration, technical and payroll teams.
9. To undertake administrative and pastoral duties as required, in order to effectively carry out the duties above. This may include referral of the student to other relevant sources of assistance as required.
10. Ensuring that knowledge of the relevant subject area is up to date by engaging in continuous professional development, and incorporating this into taught material.
11. The post holder may be required to undertake any other duties which may reasonably be required as within the nature of the duties and responsibilities of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the Job Description in specific terms.

Special requirements:

All staff are expected to comply with the University's Health and Safety and Equal Opportunities policies in the performance of their duties.

Job description drawn up by	HR	May 2018
Approved for department by	Keith Lown	May 2018

Person Specification

Post Title:	Hourly Paid Lecturer – Economics, Business & Finance Property Management and Development	Post No:	N 1243
Organisation Unit:	School of Architecture, Design and the Built Environment		
Grade:	HPL1	Date Compiled:	May 2018

Attributes	Essential *	Desirable
Knowledge	Detailed knowledge of economics, business and finance	Detailed knowledge of contemporary teaching practices within Higher Education (HE)
Skills	<p>Good interpersonal skills and an ability to communicate ideas of a complex or technical nature to students effectively using a variety of teaching methods, thereby enhancing the student experience</p> <p>Excellent technical skills and fully conversant with appropriate industry standard software/professional practices</p> <p>Good administrative, IT, and analytical skills</p>	An ability to empathise with staff and students and have an understanding of the issues affecting HE
Experience	Proven industry and/ or teaching experience in economics	<p>Experience of economics and related subjects at undergraduate and/or postgraduate level</p> <p>Experience of facilitating independent study</p> <p>Experience of academic administration and organisational responsibilities within a HE environment</p>

Qualifications	A degree, or equivalent experience, in economics, business, accountancy or finance.		Membership of relevant professional bodies Relevant postgraduate qualification PGCHE or equivalent qualification	
Competencies	COMPETENCY - ESSENTIAL	LEVEL	COMPETENCY - DESIRABLE	LEVEL
	<u>Organisation and delivery</u> Plans time taking account of organisational priorities and other colleagues' work roles to achieve results	2	<u>Making informed decisions</u> Uses analyses, reports and data to test the validity of options and assess risk before taking decisions. Ensures optimum decisions are taken	2
	<u>Team working</u> Contributes to team development, seeking and testing improvements to the team's outputs/service	2	<u>Customer focus</u> Works to identify customer needs. Seeks feedback and develops service delivery accordingly. Influences and develops ideas to enhance customer satisfaction	2
	<u>Communicating and influencing</u> Communicates effectively with a wide range of diverse internal and external stakeholders, influencing and negotiating change. Networks internally to keep ahead of developments <u>Creativity and Innovation</u> Reviews, tests and implements new concepts, models and approaches to practice in support of service implementation and delivery	3 3		
Person Specification drawn up by:	Keith Lown		Date: May 2018	
Approved for department by:	CADBE		Date: May 2018	

*** Please note: in compliance with our obligations under the Immigration, Asylum & Nationality Act 2006, we will require to check proof of eligibility to work in the UK**