



Job Description & Person Specification

Post title: Lecturer in Management	Post No: 011094
School or Department: Nottingham Business School/ Department of Management	Date created: July 2022
Grade: H_HE	Hours per week: 37
Fixed term end date (if applicable):	
Other requirements of the role:	
Immediate line manager: Head of Department or designate	
Title & Grade of posts line managed by postholder: None	

Job purpose: To teach a variety of business and management disciplines at undergraduate and postgraduate levels and to contribute to the development, assessment and management of academic courses within the subject area; in addition to undertaking relevant research, scholarship, commercial and consultancy activities.

The role of Lecturer is developmental, with the expectation that post holders will develop their skills and expertise as they progress in the role. NTU has developed a set of Early Career Academic Achievement Milestones which provides a set of agreed expectations over a three-year development period

Principal duties and responsibilities: 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:

A) Subject Area

1. Project Management
2. Entrepreneurship/innovation management
3. General business and management disciplines

B) Principal Duties

1. Teach and provide supervision at undergraduate and postgraduate levels on programmes within business and management utilising appropriate teaching, learning, support and assessment methods. This to include undertaking marking, assessment and examination work and provision of timely feedback to students.
2. As a member of the course team and/or in a leadership position within the course team, participate and contribute to the management, planning, design, development and review of module and course content. Identifying areas for revision, improvement or innovation in order to meet student and/or industry expectations. Contribute to the accreditation of courses and quality management processes as necessary.
3. May take on a module leadership role and will be expected to act as a tutor.
4. Contribute to the effective and smooth running of the Department, including attending and contributing to group meetings, collaborate with colleagues to identify and respond to students' needs, participate and contribute to decisions on academic content
5. Responsibility for the delivery, leadership and assessment of own modules, including projects and dissertations.

6. Develop a range of approaches to teaching and learning which are innovative for the University and subject area which create interest, understanding and enthusiasm amongst students and reflect developing practice elsewhere, e.g. case studies. Gather evidence from staff and students in order to prepare reviews of academic activity. Collaborate with colleagues to identify and respond to students' needs.
7. Engage and contribute to individual or collaborative practice, research and/or scholarly project and activities, both internal and external to the University. Apply the knowledge acquired to inform module design and teaching delivery.
8. Identify sources of funding and contribute to the process of securing income for own or collaborative practice, research and/or scholarship activities as appropriate.
9. Build and develop relationships with national or international professional organisations within the subject field. This may involve links with professional bodies, e.g. re ongoing accreditation.
10. Liaise with national and/or international partners to ensure comparability of collaborative provision within the department.
11. Participate in the University's appraisal process. Ensure that knowledge of the relevant subject area is fully up to date by actively engaging in continuous professional development and scholarly activities appropriate to the post.
12. Responsible for the pastoral care and motivation of students, supporting them in learning difficulties, and on occasion personal difficulties, ensuring that appropriate internal or external specialist support for the latter is sought.
13. Prepare, organise and assist with student cultural visits, exhibitions, field trips and placements as appropriate and to attend all events, including Graduation days and open days, relevant to the courses taught by the post holder.
14. Work effectively with colleagues within the course team, department and School. Attendance at team meetings as required, and working cooperatively with Professional Services and technical team colleagues.
15. Undertake administrative duties appropriate to the post, including admissions, timetabling and adherence to University procedures.
16. Responsible for being aware of the risks in the work environment, and their potential impact on own work and that of others, including being aware of any relevant risk assessments in place and adherence to these and undertaking any relevant health and safety training.

N.B. 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.

Personal Attributes

Attributes	Essential	Desirable
Knowledge	<p>Understanding of the major subject areas within the business and management discipline</p> <p>An understanding of contemporary business and management issues of particular significance for the future development of the industry and profession.</p> <p>Detailed knowledge of one or more of the following areas to Undergraduate and Postgraduate level:</p> <ul style="list-style-type: none"> • Project management • Entrepreneurship • Innovation management • Strategy/stakeholder management • Business development • Personal development 	<p>Detailed knowledge of contemporary teaching practices within Higher Education (HE)</p> <p>An understanding of the business and management research context and ethos within the UK Higher Education Sector</p>
Skills	<p>Good interpersonal skills and an ability to communicate complex ideas effectively to students 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>Demonstrable ability to undertake scholarly activity; and/or conduct research; and/or undertake practice based enquiry in the discipline</p> <p>Good administrative, IT, analytical and planning skills</p>	<p>An ability to empathise with staff and students</p>
Experience	<p>Industry, Professional and/ or Higher Education teaching experience in one or more of the following areas:</p> <ul style="list-style-type: none"> • Project management • Entrepreneurship • Innovation management • Strategy/stakeholder management • Business development • Personal development 	<p>Relevant research or consultancy experience</p> <p>Undertaking relevant research, scholarship or practice and presenting results at conferences/industry events and publishing in journals</p> <p>Experience of facilitating independent study</p>

Qualifications	<p>A degree in Business and Management</p> <p>Where not already held a commitment to achieve Fellowship of the Higher Education Academy (FHEA) and to complete either NTU's Academic Professional Standard Apprenticeship or the Postgraduate Certificate in Academic Practice (PGCAP) within 3 years of starting at NTU</p>	<p>A PhD in a Management discipline</p> <p>Membership of relevant Professional bodies</p> <p>Fellowship of the Higher Education Academy (FHEA)</p> <p>A Higher Education teaching qualification such as a PGCHE or PGCert in Academic Practice or equivalent</p>
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Competencies

Essential Competencies

Organisation and delivery (Level 2)

Plans time taking account of organisational priorities and other colleagues' work roles to achieve results

Team working (Level 2)

Contributes to team development, seeking and testing improvements to the team's outputs/service

Communicating and influencing (Level 2)

Communicates effectively with a wide range of diverse internal and external stakeholders, influencing and negotiating change. Networks internally to keep ahead of developments

Creativity and Innovation (Level 2)

Reviews, tests and implements new concepts, models and approaches to practice in support of service implementation and delivery

Making informed decisions (Level 2)

Uses analyses, reports and data to test the validity of options and assess risk before taking decisions. Ensures optimum decisions are taken

Customer focus (Level 2)

Works to identify customer needs. Seeks feedback and develops service delivery accordingly. Influences and develops ideas to enhance customer satisfaction

[N.B All competencies should be drawn from the NTU Competency Framework which can be found [here](#)]

Job Description and Person Specification created by: D Allcock Head of Department