**Role Description Template (NUSL)**

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| **Faculty/Service:** | **Faculty of Business and Law** |
| **Department:** | **Marketing, Operations and Systems (MOS)** |
| **Role Title:** | **Senior Lecturer /Lecturer in Business Analytics** |
| **Grade:** | **7/6** |
| **Category:** | **Academic** |
| **Role Purpose:** | **Working as part of multi-disciplinary teams, role holders are responsible for contributing to an exceptional student experience through the delivery of teaching, research, business and enterprise engagement activity.**  **Role holders will actively engage in research and related activities, which will inform curriculum development and delivery and raise the profile of the Department, Faculty and University nationally and internationally.** |
| **Reports to:** | **The Head of Department or an appropriate nominated academic colleague.** |
| **DBS Required:** | **Disclosure and Barring Service Check not required** |

**Specific Duties and Responsibilities:**

1. **Key Responsibilities:**

The role-holder will contribute to delivering the Faculty’s strategic priorities, which include the integration of excellent teaching, high quality research, emerging business and regional engagement development activites within an academic context. The role-holder will be responsible for the development, organisation and delivery of curriculum content, within undergraduate and postgraduate programmes of the department. The role-holder will also contribute to research activities, delivering appropriate research ‘outputs’, income generation and ‘impact’ as agreed by the department Research leadership team. In particular, the-role holder will be required to contribute to the Faculty as outlined below.

**Specific Duties and Responsibilities:**

1. **Learning and Teaching**

* To contribute to learning and teaching at undergraduate and postgraduate levels and, where appropriate, on short/professional courses, through:
* The design, planning, preparation and development of teaching materials.
* The management of the delivery of modules through practical sessions, studio based practice, lectures, seminars, tutorials.
* Set, supervise, and assess assignments and project work, provide feedback to students and attend assessment boards.
* To contribute to research informed learning, and the development of innovative methods of teaching, learning and assessment.
* To liaise closely with teaching, technical and administrative staff to ensure quality teaching support.
* To contribute to the cost Northumbria University Services Limited -effective delivery of the Faculty’s provision at home and abroad. • To contribute to the ongoing development and growth of our part-time, work based and distance learning provision.

1. **Research, Innovation and Enterprise activities**

* To undertake research and scholarly activities contributing to the Faculty’s research profile and the University’s vision identified in the University Strategy 2018-2023. This may include participation in institutional and collaborative research and involvement with industry stakeholders, other institutions, external organisations and other university partners.
* To supervise students’ scholarship and research activities.
* To undertake consultancy as agreed and directed by the Faculty Associate Pro Vice Chancellor for Research and Innovation.
* To undertake business development activities as agreed and directed by the Faculty Associate Pro Vice Chancellor for Strategic Planning and Engagement.

1. **Academic Management and Administration**

* To deliver programme and module administration.
* To undertake tasks associated with student recruitment, induction and programme planning, involvement in assessment boards, course development teams, etc.
* To attend Faculty, Subject, Programme and University wide meetings and committees as appropriate.
* To represent the Faculty effectively in both the national and international context.

1. **General and Academic Development**

* To contribute to the implementation of the Faculty’s Academic Plan. This may include:
  + Planning and development of postgraduate and/or undergraduate provision. o Programme/module evaluation and revision.
  + Engagement with regional and international initiatives and collaborative ventures.
* To undertake continuous professional development and participate in staff appraisal, staff development and other post-entry training based on an assessment of individual and institutional needs.
* To undertake any other duties in the Faculty as shall be reasonably requested.

*This Role Description is not intended to be an exhaustive list of duties and will be subject to periodic review.*

**Location:**

This post is based at the University’s City Campus in Newcastle, with requisite to work from and/or travel to other University premises and external organisations as required. Some national and international travel to academic partners and corporate clients in relation to programmes, awards, consultancy and/or other activities appropriate to the nature of the post may be required.

**Attendance Requirements:**

The nature of the post is such that the post holder is expected to work and attend at the University’s premises such hours as are reasonably necessary for the effective discharge of the duties of the post, within a normal working week of 37 hours. Within this time a typical workload may include weekday evening delivery and weekend work (e.g. for open days, short course work etc.) and / or national and international travel appropriate to the nature of the role.

**References:**

Contact with your present or most recent employer will be made if you are offered the position. Please complete the relevant section in the application form.

**Higher Educations Academy accreditation:**

If you are not currently a member of the Higher Education Academy, you will be required to gain Fellowship before your probationary period will be confirmed as completed.

**Commitment to further Academic qualification:**

Role holders appointed who have not undertaken PhD study, will be required to register and complete a PhD within a reasonable timescale of appointment. This will be discussed with candidates upon appointment and will be a condition of employment.

Northumbria University is an equal opportunities employer and welcomes applications from all sectors of the community and particularly from under-represented groups.

**Person Specification**

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| **Specific Knowledge** | | | |
| **Criteria** | **Weight** | **A** | **I** |
| (SL/L) Demonstrable expert knowledge of a relevant subject area/s. | Essential | **☒** | **☒** |
| (SL) Experience in the design, development and delivery of successful learning and teaching programmes and related learning  interventions. | Essential | **☒** | **☒** |
| (L) Experience in the design, development and delivery of successful  learning and teaching programmes and related learning interventions. | Desirable | **☒** | **☒** |
| (SL/L) Experience of programme management on a range of  academic, research and professional programmes. | Desirable | **☒** | **☒** |
| (SL) Experience of successful contribution to research, both  individually and through the supervision of research programmes in collaboration with others. | Essential | **☒** | **☒** |
| (L) Experience of successful contribution to research, both individually and through the supervision of research programmes in collaboration with others. | Desirable | **☒** | **☒** |
| (SL) Experience of fostering collaborative links, for example with  international partners, industry, commerce and/or the public sector. | Essential | **☒** | **☒** |
| (L) Experience of fostering collaborative links, for example with  international partners, industry, commerce and/or the public sector. | Desirable | **☒** | **☒** |
| (SL/L) Professional practice experience. | Desirable | **☒** | **☒** |

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| **Skills, Abilities & Behaviours** | | | |
| **Criteria** | **Weight** | **A** | **I** |
| (SL/L) Ability to teach effectively on a range of academic and professional programmes using a variety of approaches to student  learning. | Essential | **☒** | **☒** |
| (SL/L) Ability to produce academic outputs consistent with criteria for selection for a future Research Excellence Framework (REF)  submission\*. | Essential | **☒** | **☒** |
| (SL/L) Ability to work closely with individuals and organisations  internally and externally to build collaborative links for the benefit of the University as a whole. | Essential | **☒** | **☒** |
| (SL/L) Ability to plan and organise the successful delivery of all  aspects of programme management. | Essential | **☒** | **☒** |
| (SL/L) Able to foster a culture of collegiality, demonstrating the  ability to influence and involve others. | Essential | **☒** | **☒** |
| (SL/L) Ability to operate effectively in teams in a variety of roles. | Essential | **☒** | **☒** |
| (SL/L) Excellent interpersonal and communication skills, oral and  written. | Essential | **☒** | **☒** |
| (SL/L) Evidence of Continuous Professional Development and the  ability to collaborate with others in teaching, research and consultancy. | Essential | **☒** | **☒** |

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| **Experience** | | | |
| **Criteria** | **Weight** | **A** | **I** |
| (SL/L) Doctorate qualification in a relevant subject discipline (or  exceptionally, doctoral equivalent through academic standing in the field). | Essential |  |  |
| (SL/L) First degree or postgraduate or professional qualifications in a  discipline relevant to the Faculty. | Desirable |  |  |
| (SL/L) Possession of a recognised teaching qualification. | Desirable |  |  |
| (SL/L) Higher Education Fellowship. | Desirable |  |  |

**Legend:** A = Application I = Interview