

## JOB DESCRIPTION

<b>Job Title:</b> Lecturer (Teaching) / Senior Lecturer (Teaching) in Business & HR	<b>Band AC2 (Lecturer):</b> £37,100 to £41,732 per annum <i>Opportunity to progress to £45,585 subject to performance and the university reward scheme</i>  <b>Band AC3 (Senior Lecturer):</b> £42,978 to £54,395 per annum <i>Opportunity to progress to £59,422 subject to performance and the university reward scheme</i>
<b>School:</b> Worcester Business School	
<b>Department:</b> Management & Finance	
<b>Reporting directly to:</b> Head of Department	
<b>Other Contacts</b> <b>Internal:</b> Head of School, Deputy Head of School, Head of Department, ASU Manager and Academic and Professional Service colleagues within the School.  <b>External:</b> Other HEIs, Local and National Stakeholders and External Partners	
<b>Main Duties*:</b> <ol style="list-style-type: none"> <li>1. To take responsibility for the development and delivery of learning, teaching, and assessment across a range of undergraduate and postgraduate courses in the UK with a particular focus on areas including HR, OB, Employment Law and Industrial relationships</li> <li>2. To set, mark and assess coursework and examinations; select appropriate assessment instruments and assessment criteria; and provide constructive and comprehensive feedback to students.</li> <li>3. To contribute to and develop new curriculum areas for the future, in line with the department's strategy.</li> <li>4. To supervise the work of undergraduate and postgraduate students, providing them with advice on study skills.</li> <li>5. To demonstrate appropriate and innovative pedagogic approaches to support classroom-based, online, and experiential and work-based learning.</li> <li>6. To ensure that the teaching for which you are responsible is informed by contemporary research, scholarship, knowledge exchange and professional practice, and develops the ability of students to engage in debate, critical discourse and thinking.</li> <li>7. Ensure learning materials remain up-to-date and relevant, incorporating advances in the subject area into the course of study.</li> <li>8. To reflect critically on teaching for which you are responsible, implementing improvements, disseminating good practice, and contributing to quality monitoring and enhancement.</li> </ol>	

9. To provide applicants and students with high quality academic advice and guidance.
10. To undertake scholarship, knowledge transfer and professional practice through some of the following:
  - a. Contributing to delivering executive education programmes.
  - b. Contributing to delivering and evaluating a range of client-based projects.
  - c. Engaging in professional practice.
  - d. Contributing to scholarship aligned with existing learning and teaching priorities within the School.
  - e. Contributing to delivering and evaluating internally and externally funded consultancy projects.
11. To contribute to enhancing the external profile of the University through, for example, working with a range of external partners, corporate clients and professional bodies.
12. To attend Open Days and Applicant Days, providing applicants with high quality guidance about the course and School.
13. To undertake administrative duties, as required by the line manager, and attend all appropriate committees and meetings.
14. To work effectively as a team member and where appropriate leading, coaching, and mentoring members of staff.
15. To undertake professional development in support of learning and teaching, scholarship, and curriculum management.
16. To undertake the duties of the post in ways that ensure and enhance the health, safety and wellbeing of students and staff and to promote inclusion and diversity for all sections of the community.
17. To work within and help to enhance the University's commitment to environmentally sustainable ways of working.
18. Maintain personal and professional development to meet the changing demands of the job; participate in appropriate training activities and encourage and support staff in their development and training.
19. Take steps to ensure and enhance personal health, safety, and well-being and that of other staff and students.
20. Carry out these duties in a manner that promotes equality of opportunity and supports diversity and inclusion and takes into account the University's commitment to environmentally sustainable ways of working.

\*The above does not represent an exhaustive list of duties associated with this role.

**Selection methods:**

Shortlisted candidates will be invited to a formal panel interview and also asked to deliver a teaching session.

Candidates are required to adopt the role of a lecturer at Worcester Business School and to facilitate a 20-minute teaching session on a relevant topic. The session will be presented to a small panel of staff who will role-play students. Candidates may structure the session as they wish but it is expected that a student-centred approach is taken. As the teaching session takes place over a short period of time, it is suggested that one or two concepts are covered in-depth with a clear introduction, presentation, learning activities, conclusion, and references. Candidates are advised to be conservative with the breadth of their Intended Learning Outcomes and strictly adhere to their allocated time. Learning activities are required and should be student-centred and interactive. Examples include role playing, short case study review, collaborative design, group problem solving.

You will be expected to demonstrate learning and teaching skills suitable for a lecturing post at the Worcester Business School and show a suitable depth of understanding of your chosen topic. It would also be expected that you demonstrate a familiarity with key academic sources relating to the topic presented. Once the teaching session has concluded, there will be an opportunity for staff to ask questions related to your teaching.