

Job Description

Job Title:	Senior Lecturer – Chartered Manager Degree Apprenticeship
School:	Lancashire School of Business and Enterprise
Grade:	I
Responsible to:	Dean of UCLan Burnley Campus and Head of School (Designated Division Leader Business, Economics and International Business)
Job Purpose: To contribute to, and lead in, the areas of course delivery, course management, course development and employer liaison associated with the Chartered Manager Degree Apprenticeship at UCLan Burnley Campus and Preston Campus (as a when required). To undertake research and knowledge transfer through scholarly activities. To undertake specific course leader responsibilities in related programmes, as appropriate. To undertake employer engagement to support sponsored students. To work closely with the professional bodies to ensure the programme is accredited. To work closely with the UCLan professional services to ensure the University systems and processes work effectively for the operation of Degree Apprenticeships.	
Main Duties and Responsibilities: <ol style="list-style-type: none">1. Lecturing at all levels of the academic programmes in the School including Masters programmes.2. To engage in course developments in Degree Apprenticeships.3. Make a major contribution to achieving the academic objectives of the (Division of Business, Economics and International Business) School of Business through scholarly activity, research outputs and knowledge transfer activities.4. As a Senior Lecturer, undertake significant administrative, course development and course leadership responsibilities as well as progress academic research appropriate to the subject.5. Act as module tutor for a number of identified modules. Administer course registers, assessment records, learning programmes and other records.6. Engage with the recruitment of students onto courses, and provide appropriate advice on progression and career opportunities.7. To be the main point of contact with sponsor employers to promote the course, manage the student experience and develop as well as undertake work based assessments.8. To work with external professional bodies to ensure the programme is accredited and that there is appropriate engagement and external end point assessment in place.9. Develop and consolidate contacts with relevant external organisations.10. Adhere to quality assurance and enhancement systems to ensure high standards are maintained and the student experience is enhanced.11. To work closely with the UCLan professional services to ensure that there is effective systems and process for the smooth operation of the course for students and sponsor employers.12. Attend local and national events on behalf of the University, in order to promote the University and its courses, and to enhance the institutional, departmental and divisional profile.13. Carry out other duties as outlined by the Dean of UCLan Burnley Campus and Head of School or nominees.	

Person Specification



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Attributes	Essential	Desirable	Measured By
Work Experience	<ul style="list-style-type: none"> • Experience of teaching in higher education in the area of business and management. • Successful experience of curriculum development and course leadership or equivalent in business and management or related programmes. • Experience of work with professional bodies for accrediting and recognition of HE programmes. 	<ul style="list-style-type: none"> • Experience of liaising with external organisations/employers. 	Application Form, Interview
Education/Qualifications	<ul style="list-style-type: none"> • A good honours degree, in a relevant subject. • Higher Degree at least Masters in a relevant subject. • Professional teaching qualification or accredited by the Higher Education Academy. 	<ul style="list-style-type: none"> • A PhD in a related area of study • REF-able Publications in a related area associated to the subject. 	Application Form

<p>Knowledge/ Skills and Abilities</p>	<ul style="list-style-type: none"> • Flexible and innovative approach to teaching. • Ability to teach, assess and support learning using appropriate technology with the skills to engage students with varying learning styles. • Excellent presentation and communication skills • Ability to work as part of a team, and take on and accept responsibility • A professional approach, and proven track record, of working with employers. • Ability to help develop effective systems and process required to embed a new qualification. • Knowledge of establishing and assessing effective work based learning approaches in collaboration with mentors/employers. • Excellent networking skills both internally and externally. • IT literate with knowledge of Microsoft Power Point and Blackboard or equivalent. 	<ul style="list-style-type: none"> • An ability to contribute to knowledge transfer activities. • An ability to contribute to the enhancement of the research culture within the School. • Supervision of postgraduate and research students 	<p>Application Form, Interview and Presentation</p>
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<p>Personal Details</p>	<ul style="list-style-type: none"> • Ability to show initiative and innovation • Able to work to deadlines. • A professional approach to administrative duties. • A willingness to travel to support students in the work setting. • A willingness to teach at a number of University Campuses. • Commitment to the University's mission statement and Vision • An understanding of and demonstrable commitment to the University's Values of Common Sense, Compassion, Teamwork, Attention to Detail and Trust, as a framework for decisions, actions and behaviours 	<ul style="list-style-type: none"> • Active member of relevant professional body as appropriate • A willingness to engage in international activity on behalf of the University 	<p>Application Form and Interview</p>
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