

Role Profile	
Job title:	Lecturer in Project Management
Grade:	7
Responsible to:	Principal Lecturer Project Management
Job purpose:	<p>To work as part of a team developing and delivering high quality academic provision through implementation of teaching and learning, widening participation and other strategies in order to contribute to the provision of high quality learning environments and the best possible student experience.</p> <p>To engage in scholarly activity and knowledge transfer activities.</p> <p>To do the above in the context of Project Management.</p>
Main duties and key responsibilities:	
Teaching and learning support	<ul style="list-style-type: none"> • Teach as a member of a team in an established programme of study, with the assistance of a mentor if required • May act as a module leader and /or leader of some minor awards • Teach in a variety of settings from small group tutorials to large lectures • Transfer knowledge in the form of practical skills, methods and techniques • Identify learning needs of students and define appropriate learning objectives • Ensure that content, methods of delivery and learning materials will meet the defined learning objectives • Develop own teaching materials, methods and approaches as required, with guidance where necessary • Develop the skills of applying appropriate approaches to teaching • Challenge thinking, foster debate and develop the ability of students to engage in critical discourse and rational thinking • Supervise the work of students, provide advice on study skills and help them with learning problems • Select appropriate assessment instruments and criteria, assess the work and progress of students by reference to the criteria and provide constructive feedback to students • Seek ways of improving performance by reflecting on teaching design and delivery and obtaining and analysing feedback • Undertake examination duties • Participate in course development
Research and scholarship	<ul style="list-style-type: none"> • Reflect on practice and the development of own teaching and learning skills • Continually update knowledge and understanding in field or specialism • Translate knowledge of advances in the subject area into the course of study <p>and/or</p> <ul style="list-style-type: none"> • Conduct individual and collaborative research projects • Write up research work for publication
Communication	<ul style="list-style-type: none"> • Deal with routine communication using a range of media and to be fully comfortable working in an online, virtual environment • Communicate complex information, orally, in writing and electronically • Preparing proposals and applications to external bodies, e.g. for funding and accreditation purposes • Communicate material of a specialist or highly technical nature

Liaison and networking	<ul style="list-style-type: none"> • Liaise with colleagues and students • Build internal contacts and participate in internal networks for the exchange of information and to form relationships for future collaboration • Join external networks to share information and ideas • Liaise with professional bodies for personal and professional reasons
Managing people	<ul style="list-style-type: none"> • Agree responsibilities • Manage own teaching, scholarly and administrative activities, with guidance if required • Could be expected to supervise students' projects, fieldwork and placements • Act as a mentor for students in capacity of personal tutor
Teamwork	<ul style="list-style-type: none"> • Collaborate with academic colleagues on course development and curriculum changes • Attend and contribute to subject group meetings • Collaborate with colleagues to identify and respond to students' needs • Participate in peer review process
Pastoral care	<ul style="list-style-type: none"> • Use listening, interpersonal and pastoral care skills to deal with sensitive issues concerning students and provide support • Appreciate the needs of individual students and their circumstances • Act as personal tutor, giving first line support • Refer students as appropriate to services providing further help
Initiative, problem solving and decision making	<ul style="list-style-type: none"> • Develop initiative, creativity and judgement in applying appropriate approaches to teaching and learning support and scholarly activities • Respond to pedagogical and practical challenges • Share responsibility in deciding how to deliver modules and assess students • Contribute to collaborative decision making with colleagues on academic content, and on the assessment of students' work
Planning and managing resources	<ul style="list-style-type: none"> • Use teaching resources and facilities as appropriate • Plan and manage own teaching and tutorials as agreed with mentor • Involvement in recruitment activity e.g. open days and interviews
Sensory, physical and emotional demands	<ul style="list-style-type: none"> • Sensory and physical demands will vary from relatively light to a high level depending on the discipline and the type of work and will involve carrying out tasks that require the learning of certain skills • Balance, with help, the competing pressures of teaching, scholarship and administrative demands and deadlines
Work environment	<ul style="list-style-type: none"> • Is required to be aware of the risks in the work environment and their potential impact on their own work and that of others
Expertise	<ul style="list-style-type: none"> • Possess sufficient breadth or depth of specialist knowledge in the Project Management discipline to work within established teaching programmes • Engage in continuous professional development • Able to engage the interest and enthusiasm of students and inspire them to learn • Develop familiarity with a variety of strategies to promote and assess learning • Understand equal opportunity issues as they may impact on academic content and issues relating to student need

Other Information

It is a condition of employment that all academic staff are either already accredited by the Higher Education Academy (HEA) to meet standard two of the National Framework of professional standards for teaching and supporting learning or complete such accreditation within 3 (full-time) years of commencement.

Where relevant, an acceptable Enhanced Disclosure via the Disclosure and Barring Service is required prior to confirmation of appointment offer (successful candidate only).

On occasions and in line with operational needs you will be required to:

- work different hours including at weekends/evenings;
- travel to other campuses and sites as necessary;
- comply with client security clearance requirements, including DBS and drug & alcohol checks.

In addition to the main duties listed above, you will be required to perform other duties, which are assigned from time to time. However, such other duties will be reasonable and in relation to the grade.

It is the University's intention that this job description is seen as a guide to the major areas and duties for which the post holder is accountable. However, the business will change and your obligations will vary and develop. This job description should be seen as a guide and not as a permanent, definitive and exhaustive statement.

PERSON SPECIFICATION		
Criteria	Essential/ Desirable	To be identified by:
<p>Qualifications</p> <p>Higher Degree (or equivalent at least to Masters level) in a related area, or an undergraduate degree and extensive experience in Project Management related roles.</p> <p>Relevant Professional qualifications such as APM PMQ, PRINCE2</p> <p>Completed or undertaking a PhD (or equivalent) or willing to begin working towards this level of study.</p>	<p>Essential</p> <p>Desirable</p> <p>Desirable</p>	<p>Application Form/Supporting Statement</p> <p>Application Form</p> <p>Application Form</p>
<p>Experience & Expertise</p> <p>Possess sufficient breadth or depth of specialist knowledge in the Project Management discipline to work within established teaching programmes.</p> <p>Ability to recognise, apply and evaluate effective learning and teaching methods within the appropriate context, utilising technology wherever appropriate.</p> <p>Commitment to engage in continuing professional development and advanced scholarly activity in order to develop this area of practice through critical engagement with relevant pedagogical theory.</p> <p>Ability to care for the pastoral needs of students.</p> <p>Effective verbal, written and presentational skills.</p> <p>Ability to work effectively as part of a team or self-directed.</p> <p>Familiarity with the use of online tools for collaborative work such as managing a distributed team or online education.</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Supporting Statement/ Interview</p> <p>Supporting Statement /Interview</p> <p>Supporting statements /Interview</p> <p>Supporting Statement /Interview</p> <p>Interview</p> <p>Application form/ Supporting Statements / Interview</p>
<p>Other</p> <p>Commitment to the strategic plan and values of the University especially in relation to equality of opportunity at work, a healthy and safe working environment and the expected behaviours of an effective leader.</p> <p>Committed to the Safeguarding and promoting the welfare of children, young people and vulnerable adults including:</p> <ul style="list-style-type: none"> • Motivation to work with children • Ability to form and maintain appropriate relationships and personal boundaries with children • Emotional resilience in working with challenging behaviours 	<p>Essential</p> <p>Essential</p>	<p>Interview</p> <p>Interview</p>