Job description

Job title: Lecturer	**Status:** Permanent, Full Time
Team: HR and Management	**Reports to:** Head of Department
Main Location: Greenwich and Greenford Campus with flexibility to work across all sites	**Direct reports:** None
Department: Academic Faculty	**Departmental budget holder:** No

Position purpose:

You will have responsibility for the design, development and production of teaching and learning materials and delivery either across a range of modules or within a subject area. You will work with others from across the College to ensure the efficient and effective delivery of teaching programmes in line with our education strategy, broader scholarship and our wider aims for an outstanding student experience. You will also contribute directly to student support and to the development and implementation of innovative teaching practices across the College. Lecturers may be asked to take on some leadership roles as they develop skills and experience.

Position accountabilities:

Accountability	Key activities
Academic Leadership	• To contribute to the development, organisation and day to day management of a module(s), ensuring its relevance, currency, coherence, attractiveness and distinctiveness to students and employers. • To contribute to new programme and/or module development, as appropriate. • To produce module management information as required.
Learning, Teaching and Assessment	• To be responsible for the development, enhancement, preparation and delivery of teaching, learning, assessment and feedback across a module(s), including, where appropriate, student projects, placements and field trips. • To be responsible for the development and implementation of innovative practice in teaching, learning, assessment and feedback across the module(s). • To ensure that teaching on the module(s) is informed by contemporary research and scholarship. • To set, mark and moderate coursework, assignments and examinations. • To undertake teaching duties consistent with your areas of expertise and appropriate to the requirements of the programme(s).
Student Experience and Support	• To contribute to an outstanding student experience in line with GSM London strategies, including recruitment activities, induction, disability and learning support, and careers and employability initiatives. • To contribute to initiatives to enhance student retention, attainment and satisfaction. • To act as a personal tutor, where appropriate.

Accountability	Key activities
Quality Assurance and Enhancement	• To ensure that academic quality assurance standards are met and applied consistently across the module(s). • To implement initiatives designed to improve quality assurance and enhancement processes, procedures and systems across the module(s). • To ensure that module specifications, Schemes of Work and GSM Learn site are accurate and up-to-date. • To ensure that Module Reports are comprehensive and submitted in a timely fashion. • To contribute to professional body accreditation, validation, revalidation and review, MEQs, NSS and DLHE, where appropriate. • To reflect critically on your own practice and to identify, adapt and share good practice across the team, thereby improving quality. • To ensure, in liaison with relevant colleagues, that related administration duties, including admissions, timetabling, student attendance monitoring, liaison with External Examiners, examinations and exam boards are delivered effectively across the module(s). • To ensure, in liaison with relevant colleagues, that student records, including entry profiles, attendance, support needs, achievement and progression, are current and accurate. • To ensure that module retention, attainment, attendance and satisfaction data is used effectively to develop and implement strategies to enhance student outcomes.
Professional Engagement, Research, Scholarship and Enterprise	• To establish and maintain dialogues and relationships with national and international subject and professional communities for the benefit of the module(s), its students and other stakeholders. • To work effectively as a team member, contributing to the development of College, Department or Faculty and its committees, working groups, initiatives, projects, partnerships, outreach activities and consultancies, where appropriate. • To contribute to research, enterprise, consultancy and income generation initiatives, where appropriate, in support of institutional objectives. • To participate in professional development in support of academic leadership, teaching, research and enterprise. • To work within a framework of effective governance, ensuring compliance with all GSM London policies and procedures, including Data Protection, Health and Safety, Plymouth University, QAA and Staff Recruitment. • Undertake other duties as required by the Module Leader, Programme Leader, Head of Department or Dean of the Faculty.
Health and Safety	• Hold personal accountability in avoiding action that could threaten the health or safety of yourself, other employees, students or members of the public.
GSM London good citizenship	• Hold personal accountability to ensure a continual focus on enhancing the student experience through actions, words and behaviour. Our students are the most important members of our institution and must be treated as such.

Key stakeholders:
Internal:
• All GSM London employees
• All Students

External:
• Validating University
• Local Community
• Professional Bodies

Knowledge, skill and experience requirements:

Essential:

- A good Honours Degree in a relevant subject, or an equivalent professional qualification (if from a professional practice background).
- Some HE teaching experience, sufficient to have gained knowledge and understanding of the requirements of teaching at this level, or evidence of high quality presentation skills; coaching or mentoring of professional, if from a professional practice background.
- Relevant subject, industry and/or professional practice expertise.
- Knowledge and understanding of the HE landscape and its challenges.
- Evidence of contributions to academic, professional practice or enterprise outputs or experience of professional consultancy work, if from a professional practice background.
- Ability to identify and secure development opportunities for the Department, Faculty or College.
- Ability to work independently, take the initiative and innovate.
- Good organisational and management skills.
- Ability to network and collaborate with internal/external colleagues and stakeholders.
- Suitable level of proficiency in ICT.
- Effective oral and written communication skills.
- Commitment to delivering high quality services to students and stakeholders from diverse backgrounds.

Desirable:

- A postgraduate qualification in a relevant subject, or equivalent professional qualification or experience.
- PhD or working towards a PhD.
- Recognised HE teaching qualification and/or HEA Fellowship.
- Active membership of a relevant professional body such as the Energy Institute (EI) or Institution of Occupational Safety and Health (IOSH).
- Postgraduate HE teaching experience.
- External Examiner experience.
- Evidence of contributing to successful programme and curricula development and innovation.
- Evidence of contributing to successful initiatives that enhance the student experience and outcomes e.g. retention, attainment, satisfaction, support or employability.
- Evidence of contributing to successful HE quality assurance and enhancement processes and initiatives.
- Evidence of working with external organisations or professional bodies.
- Evidence of research and/or consultancy outputs.
- Evidence of partnership work with external organisations.
- Experience of representing an organisation externally.
- Evidence of contributing to change implementation.

Key behaviours:

- Customer focus
- Results Orientation
- Attention to detail
- Planning and Organising
- Influencing and Negotiating
- Initiative
- Team Orientation
- Stakeholder management
- Computer literacy
- Financial literacy and numeracy
- Literacy and Numeracy

This job description summarises the main duties and accountabilities of the post and is not comprehensive: the post-holder may be required to undertake other duties of similar level and responsibility; the post-holder may not be required to undertake all of the above duties.