



Core job information

Job Title	Lecturer		
Dept./School/Inst.	School of Business & Management	Section/Centre/Unit	Academic
Career Family	Academic	Grade	5-6
Working hours per week	35	Appointment period	Permanent
Reports to (job title)	Head of School	Current location	Mile End campus

Job purpose

To contribute to the delivery of high-quality teaching, research and scholarly activity and administration in the School of Business and Management.

This is achieved by:

- Making significant research contributions to the field nationally and internationally
- Teaching and the assessment of student achievement
- Making innovations in key aspects of teaching and learning
- Contributing to the administration of these and other College activities

The successful applicant is expected to be able to contribute to teaching, research and administration. The level of experiences will be commensurate with the grade of the appointment.

Knowledge, Skills & Experience

	Requirements	Essential/Desirable
Qualifications	PhD in business and management, preferably with a relevant specialisation Undergraduate degree	Essential Essential
Experience	Experience of undergraduate and/or postgraduate teaching and assessment Capacity to research and publish at an internationally excellent level or above Experience in writing applications for research grants and obtaining funding Experience of mentoring and supervising research students to completion of a PhD	Essential Essential Desirable Desirable
Knowledge, skills & abilities	Strong record of research or scholarship in subject area Commitment to providing leadership in research or scholarship and/or teaching Appropriate level of skill in use of IT Responsive to feedback Ability to play a leading role, both singly and collaboratively, in applying for grant funding for research as appropriate to the discipline Presentation of specialist material in a logical, coherent and interesting manner, both to students and fellow specialists Ability to teach within area of expertise, and across a range of subjects at a more introductory level, and demonstrate enthusiasm and commitment in the process of teaching Proven ability to take a leading role in the supervision of research students Organisation of working time between research, teaching and	Essential Essential Essential Desirable Essential Essential Desirable Essential Essential

	administration	Desirable Essential
Attitude & disposition	Ability to communicate effectively Willingness to assume appropriate load of teaching and administration Flexible and co-operative approach to colleagues A demonstrable ability to cope under pressure Willingness to teach on undergraduate and postgraduate courses at all levels	Essential Essential Essential Essential Essential
Other circumstances	By agreement may involve working abroad or in the field to carry out research and teaching duties Able and willing to start as soon as possible from March 2016	Essential Desirable

Main Duties and Responsibilities of the Role

Working Environment

Research

Obtain new knowledge by theoretical and/or practical methods. Engage actively in research at a high level in a particular subject area.

Ensure appropriate dissemination of knowledge and research by scholarly publication or other outputs appropriate to the relevant academic discipline.

Monitor research findings with a view to commercial exploitation, and to inform the Head of School and Head of Innovation and Enterprise of any appropriate novel research outcomes.

Teaching

Contribute to innovations in teaching and learning through the development of teaching materials, of forms of pedagogy, or of appropriate teaching collaborations

Administration & Management

Carry out such School and/or College administrative tasks as may be required by the Head of School.

Other

Comply with relevant College policies and regulations regarding financial matters, harassment, equal opportunities, public interest disclosure, health and safety, intellectual property, data protection or any other rules, regulations or codes binding on the member of staff.

Participate in the College Appraisal Scheme (QMPAS) and demonstrate a commitment to continuing professional development.

Undertake such other reasonable duties as may be required by the Head of School from time to time.

Freedom to Act & Decision Making

Research

Use expertise, experience and judgement to decide how to design and execute research work.

Teaching

Use experience and knowledge (and an understanding of the students' background and ability) to design, deliver and assess teaching and learning.

Contribute to long-term planning of undergraduate and/or postgraduate teaching programmes in the School in consultation with other academic staff.

Communication & Networking

With staff at Queen Mary within the School:

- Collaborate where appropriate with colleagues in research projects.
- Interact with research collaborators in order to achieve research objectives and generate outputs (e.g. publications, presentations).
- Liaise with academic colleagues over collaborative teaching, orally and in writing, in order to ensure efficient, successful and reflective course delivery as appropriate.
- Liaise with, instruct and support part-time staff who contribute to School's teaching programmes through written communication, formal and informal oral discussions and appraisal. Both preceding and during term time.
- Contribute to groups such as Staff Student Liaison Committee and Teaching and Learning Committee.

With staff at Queen Mary outside the School:

- Liaise with other departments in the College in order to support effective research (e.g. other Schools/departments, Research Grants Administration and the Joint Research Office), teaching (e.g. Information Services, Learning Disabilities Support Group or the Registry), and knowledge transfer (e.g. Innovation and Enterprise regarding Intellectual Property protection, exploitation and other Knowledge Transfer).

With Students:

- Support, teach, advise and facilitate the learning of students in formal teaching sessions (e.g. lectures, seminars, fieldwork, tutorials, and one-to-one supervision) to help them achieve their best potential. Both oral instruction, discussion, advice and response, written notes, questions, comments and feedback in a variety of media. Both in term time, and to a more limited extent, out of term time. Capacity to act as personal tutor to students.

With external contacts:

Contribute to the research and external profile of the School of Business and Management

Establish links with academic-related organisations, such as publishers, journals, research councils, charities and other HEIs, in order to:

- Edit and review scholarly journals
- Act as member of peer review panels and colleges
- Collaborate with external colleagues on research projects, in the UK and abroad
- Administer research networks
- Organise collaborative conferences

Develop relationships with external organisations to maximise opportunities for Knowledge Transfer, for example:

- Industrial research
- External teaching collaborations
- Student placements with external organisations
- Consultancy or policy advice given to business, professional bodies, government or regulatory bodies, not-for-profit organisations, or other users of research.

Finance/Resource Management

Responsible for obtaining and managing research income, grants and research funds.

People Management

Responsibility for supervising: Teaching Assistants, Visiting Lecturers, PhD students and Research Assistants as appropriate.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Organisation Chart – School of Business and Management

