



JOB

DESCRIPTION

1. Job specifics	
Job Title:	Lecturer/Senior Lecture Business and Management – ZHC/Associate
Reports to:	Associate Dean NUL
Location:	London
Department:	Academic

2. About the role	
What you'll be doing?	<p>As a Lecturer/Senior Lecturer in business and management you will need to have the ability to:</p> <p>Plan, prepare, teach/deliver modules and support students learning on a range of programmes and related subject areas (business research methods including quantitative methods.</p>
Key Responsibilities	<p>Develop amongst students an in-depth knowledge and ability to synthesise the key debates in business and management related topics.</p> <p>Provide guidance, support and tutorship for student groups and individuals as appropriate.</p> <p>Meet university partnership and internal quality assurance processes in relation to programmes</p> <p>Develop and grow relationships with partnership organisations</p> <p>Carry out academic administration duties as required</p> <p>Maintain personal and professional development in line with agreed appraisal and development programme in order to enhance personal knowledge and contribution to relevant activities.</p> <p>Ensure that module content / delivery is professionally relevant, academically rigorous, research rich, and incorporates current subject research/practice. This should be reflected in the Teaching and Learning Plan.</p> <p>Coordinate assessment arrangements with the module teaching team and professional support staff</p>
KPIs & SLAs	<p><b>Team Performance –</b></p> <ul style="list-style-type: none"> <li>• Meeting internal QAHE, QAA and University Standards</li> <li>• Meeting overall student experience targets</li> <li>• Achieving required student retention, progression and attainment targets</li> <li>• Delivery of the department's KPIs</li> </ul>

	<ul style="list-style-type: none"> <li>• Performance management statistics</li> </ul> <p><b>Personal Effectiveness –</b></p> <ul style="list-style-type: none"> <li>• Ability to provide leadership to academic teams</li> <li>• Ability to foster development and maintenance of a high quality student experience</li> <li>• Ability to work closely with external stakeholders</li> <li>• Ability to support students and staff</li> <li>• Leadership and communication skills</li> <li>• Compliance with internal policies and procedures</li> <li>• Compliance with external policies and procedures</li> <li>• Willingness to engage in the development of the Business School</li> </ul>
Key Working Relationships	<p>The management hierarchy at QAHE (Deputy Programme Leaders, Programme Leaders etc.) creates opportunities for programme management and career progression, and these types of responsibilities are genuinely devolved in a way that is typically uncommon in other HEIs.</p>

3. About You	
Skills & Abilities	<p>Skilled in using Technology to enhance learning Active researcher who likes to promote research rich learning Positive attitude to update and upgrade knowledge and skills in business analytics and related business and management areas.</p> <p>Skills in using SPSS and NVIVO and other data analytics tools</p>
Your Experience	<p>Experience of teaching in Higher Education Institutions is desirable but not essential so we would welcome those applicants who have a recent PhD.</p> <p>HEA Fellowship or PGCE– desirable</p>
Your Knowledge	<p>PhD in Business and Management or related discipline</p>
What you'll bring to QA	<p>At <b>QAHE</b> you will be surrounded by staff who love teaching and prioritise the student experience. We specialise in teaching as our main focus and ensuring a good experience for the learner is the number one priority for the team. Perhaps the most significant difference visible on campus is that traditional universities tend to be quite empty (of academic staff) as lecturers spend much less time in the office. There is a friendly and supportive atmosphere here at QAHE with typically far more team-working, promoted in part by more regular staff attendance on campus and in the staff offices. Some potential candidates will find this, and the emphasis on teaching rather than research, very attractive. Academic staff in traditional universities of all ranks are placed under significant demand for research outputs and so have to balance a teaching load and the</p>

	<p>associated administration with their research obligations. To some this feels like an impossible burden (particularly when expectations around consultancy are added) and QAHE are keen to ensure a far more balanced workload approach across the team.</p>
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**4. About QA**

<p>About us</p>	<p>We shape the next generation of technologists, leaders and innovators. By powering potential – the potential of over a quarter of a million learners a year. We empower them to push boundaries and thrive in the workplace.</p> <p><b>Why we do learning</b> For over 30 years, we’ve worked in technology – where the impact of great learning is changing the world. A bold statement, but hear us out. We are right at the centre of a technological revolution. Devices are not just connecting people, cities and countries – they are connecting to each other, collecting data and using it to learn and make themselves better. Soon we will have cars that can drive themselves, fridges that make sure we never run out of milk and computers that can learn from their own mistakes. Driving this revolution? People. And this is where we come in. People advancing their knowledge in technology – to enrich society – build a new culture – better how we live our lives, and how we work together. People are learning to use technology to drive phenomenal change. This is our passion – powering their potential.</p>
<p>We promise to be</p>	<p><b>Bold</b></p> <ul style="list-style-type: none"> <li>• Ambition is great. We set ambitious targets – holding ourselves and others to ever-higher standards.</li> <li>• We contribute (insightfully) to the debate inside and outside QA.</li> <li>• We move. Quickly. We respond to your needs – fast.</li> </ul> <p><b>Collaborative</b></p> <ul style="list-style-type: none"> <li>• We spend time getting to know you – our learners and our customers – to earn your trust.</li> <li>• We connect a solution to your problem – we have tonnes of different services to help you.</li> <li>• We’re the positive person who actively gets stuck in to solving problems.</li> </ul> <p><b>Progressive</b></p> <ul style="list-style-type: none"> <li>• We embrace change – and support it.</li> <li>• We challenge ourselves to use the latest technologies and methods – no matter how out there.</li> <li>• We’re curious – about what you do, about what the person next to you does, about our customers and our learners.</li> </ul>

<p>What's on offer?</p>	<p>Our full time staff has the following benefits. Learning is not just a service we provide, it's a way of life at QA, and we try to ensure that everyone has the opportunity to take advantage of our huge and varied range of learning and development options, so everyone is eligible for 3 <b>Training Days</b> every year, to focus on subjects they're interested in.</p> <p>We also know that many people like to "give back" and so we offer 2 paid <b>Charity Days</b> each year to support your chosen charity in whatever way you choose. And if you get involved in charity fundraising, QA will also double any sponsorship money raised, up to £250. This is over and above the charitable activities that we encourage through our annual QA fundraising drives – you can get involved with this as much or as little as you like. We see it as a great way to foster team building too.</p> <p>We all need to take time out to recharge our batteries from time to time and enjoy some down time, so we provide a fairly generous 25 days' holiday per annum (rising to 28 days after 5 years) – with the option to buy more if you wish.</p> <p>It's important, too, to plan for the future and ensure we are able to maintain the lifestyle we have worked so hard to achieve, once we retire from the hurly burly and slow down to enjoy our later years, so we offer a defined contribution pension plan and will match your contributions up to a maximum of 4% of your basic salary.</p> <p>Then there are two of our core benefit offerings, not the most exciting, but we consider it important to ensure everyone has the peace of mind provided by Life Assurance (4x your basic salary) and Permanent Health Insurance (after a qualifying period) in the event that ill health, or worse, disrupts our plans.</p> <p>And finally, a few fringe benefits to assist with travel and lifestyle choices:</p> <ul style="list-style-type: none"> <li>• Season ticket loan</li> <li>• Discounted gym membership</li> <li>• Cycle to work scheme</li> </ul>
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