



Candidate Information

| | |
|------------------------------------|--|
| Position: | Lecturer/Senior Lecturer (Education) in Finance |
| School/Department: | Queen's Management School |
| Reference: | 19/107507 |
| Closing Date: | Tuesday 2 July 2019 |
| Salary: | Lecturer £36,261 to £50,132 per annum / Senior Lecturer £51,630 to £59,828 per annum |
| Anticipated Interview Date: | to be confirmed |

JOB PURPOSE:

To deliver courses in finance across the degree programmes offered by Queen's Management School and to act as a programme director.

MAJOR DUTIES:

Teaching:

1. Deliver a range of teaching and assessment activities in the subject within an established programme including lectures, setting/marking coursework, practicals, and field work to undergraduates and postgraduates.
2. Select appropriate assessment instruments and criteria, assess the work and progress of students by reference to the criteria and provide constructive feedback to students.
3. Seek ways of improving performance by reflecting on teaching design and delivery and obtaining and analysing feedback.
4. Supervise practical work where it is part of the course, and advise students on techniques.
5. Plan and develop independent teaching contributions and contribute to the design or revision of course units.
6. Help to develop appropriate teaching approaches and contribute to curriculum development.

Research:

1. Engage in scholarly activity e.g. participate in conferences, book reviews and teaching/professional materials published.
2. Develop networking links with relevant professional bodies to ensure that own teaching reflects current best practice in own area of subject specialism.
3. Maintain and develop teaching and subject expertise.

Administration/Contribution to the Community:

1. Contribute to the School's outreach strategy by developing external links with the employers and professional institutes.
2. Provide pastoral care for students within own area to ensure, as far as practicable, that relevant issues are dealt with in a timely, sympathetic and effective manner.
3. Actively engaged in the marketing of programmes and diversification.
4. Carry out designated routine School administrative duties, including, for example, committee work, course administration, etc.
5. Be responsible for the record-keeping associated with teaching and the preparation of teaching materials.

Planning and Organising:

1. Plan and manage own teaching and tutorials as agreed with Head of School/Subject Leader/ mentor.
2. Modules are designed/updated in line with School's teaching strategy.

Resource Management Responsibilities:

1. Use teaching resources, laboratories and workshops as required.
2. Act as mentor for students.

Internal and External Relationships:

1. Membership of the School Board and Examination Board and such committees relevant to their administrative duties.

2. Collaborate with other staff within School.
3. Involved in developing links or joining external networks to share information and ideas.
4. Contribute to the School's outreach programme by establishing links with local community groups, industries, etc.

ESSENTIAL CRITERIA:

1. Lecturer: A first degree with a PhD completed (or near to completion) in a relevant subject.
2. Senior Lecturer: A first degree with a PhD completed in a relevant subject.
3. Lecturer: Experience of teaching and assessment in a university or professional setting.
4. Senior Lecturer: Substantial teaching experience at University level having designed new and innovative modules/pathways or assessment methods.
5. Experience of writing policy papers, consultancy reports, pedagogic and practitioner-based or academic papers.
6. Ability to carry out designated management and administration, including, for example, participation in committee work, assisting in the process of admissions and preparation of submission for teaching quality assessment.
7. A detailed knowledge of the global financial environment.
8. High level of oral and written communication.
9. Logical mind and balanced judgment.
10. Evidence of ability to work independently and as part of a team.
11. Commitment to the development of high quality teaching, learning, and assessment materials.

DESIRABLE CRITERIA:

1. Have an appropriate professional qualification or be in the process of completing an appropriate professional qualification.
2. Completed PGCHET (or equivalent) with HEA membership.
3. Experience of delivering executive education.