



## Candidate Information

<b>Position:</b>	Lecturer (Education) Business Analytics, Operations Management or Marketing
<b>School/Department:</b>	Queen's Management School
<b>Reference:</b>	19/107584
<b>Closing Date:</b>	Wednesday 17 July 2019
<b>Salary:</b>	£36,261 - £50,132 per annum (potential to progress to £53,175 per annum through sustained exceptional contribution)
<b>Anticipated Interview Date:</b>	Friday 30 August 2019

### **JOB PURPOSE:**

To deliver modules on Business Analytics, Operations Management or Marketing across the degree programmes offered by Queen's Management School.

### **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.

#### **Scholarly Activity:**

1. Engage in scholarly activity e.g. participate in conferences, external funding applied for, 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.
4. Undertake a PhD in the area of Business Analytics, Operations Management or Marketing.

#### **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 to ensure, as far as practicable, that relevant issues are dealt with in a timely, sympathetic and effective manner.
3. Carry out designated routine School administrative duties, including, for example, committee work, course administration, etc.
4. 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. Good first degree (minimum 2.1 honours or equivalent) in cognate discipline.
2. Engage in scholarly activity such as participating in conferences and making external funding applications.
3. Develop networks with relevant professional bodies to ensure teaching reflects best practice in own area of subject specialism.
4. Commitment to undertake a relevant PhD, if not already achieved.
5. Evidence of providing teaching or mentoring support in either a third level institution or in a relevant professional setting.
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 Business Analytics, Operations Management or Marketing.
8. High level of oral and written communication.
9. Logical mind.
10. Balanced judgment.
11. Evidence of ability to work independently and as part of a team.
12. 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. Masters degree.
3. Experience of undertaking business project(s) on Business Analytics, Operations Management or Marketing.
4. Teaching/assessment experience in Business Analytics, Operations Management or Marketing.
5. Experience of innovative curriculum design and development.
6. Experience of working with 'big data' or cloud technologies (e.g. Amazon web services).