

## Candidate Information

<b>Position:</b>	Lecturer of Practice - Accounting
<b>School/Department:</b>	Queen's Management School
<b>Reference:</b>	19/107737
<b>Closing Date:</b>	Monday 2 September 2019
<b>Salary:</b>	£33,199 to £50,132 per annum
<b>Anticipated Interview Date:</b>	Monday 16 September 2019

### **JOB PURPOSE:**

Drawing directly on significant experience in accounting practice, the postholder will undertake teaching and related activities in order to support the work of Queen's Management School and enhance its reputation as a centre of excellence in the discipline of accounting outside the University. The postholder will contribute to the design, development and delivery of a range of programmes of study, together with the development of teaching and learning strategies relevant to the practice of accounting and its related disciplines.

### **MAJOR DUTIES:**

#### **Teaching:**

1. Design and deliver teaching and assessment activities within the area of accounting (including lectures, seminars, tutorials, practice workshops, fieldwork and placements and setting/marking coursework) to both undergraduate, postgraduate and CPD students both on campus and beyond as directed by the Head of School.
2. Develop and select appropriate assessment instruments and criteria relevant to the assessment of the work and progress of students and to provide constructive and timely feedback to students.
3. Seek ways of improving both student and staff performance by reflecting on teaching design and delivery and obtaining and analysing feedback from students, peers and relevant professional stakeholders.
4. Engage in professional development in relation to teaching, learning and assessment related to academic, institutional and/or other professional practices.
5. Oversee and support postgraduate and/or CPD students as directed by Head of School.
6. Supervise accounting practice work where it is part of a course.
7. Contribute to curriculum development, including the design or revision of course units and programmes.

#### **Scholarly Activity:**

1. Engage in scholarly activity/pedagogic/practitioner practice, reflection and research as appropriate to the discipline of accounting, e.g. participation in professional and scholarly conferences, participating on externally-funded research projects, developing and bringing to publication teaching/professional materials.
2. Develop and maintain networking links with relevant professional bodies to ensure that own teaching reflects current best practice in own area of subject specialism.
3. Contribute to the development of pedagogy in the School.
4. Maintain and develop teaching and subject expertise.

#### **Administration/Contribution to the Community:**

1. Contribute to the School's outreach and engagement strategies by developing and maintaining external links to industry and other key stakeholders.
2. Provide pastoral care for students as directed by the Head of School to ensure that all issues are dealt with in a timely, sympathetic and effective manner.
3. Carry out designated School administrative duties including committee work, course administration, recruitment activity 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.
2. Ensure modules are designed/updated in line with School and institutional teaching strategies and innovation.
3. Plan and manage own schedule as agreed with Head of School.

**Resource Management Responsibilities:**

1. Use teaching resources as required and agreed with Head of School.
2. Contribute to and, where appropriate, lead on practice-based research projects.
3. Act as mentor for peers and students.

**Internal and External Relationships:**

1. Member of the School Board and Examination Board and such committees as relevant to administrative duties and as directed by Head of School.
2. Collaborate with other staff within the School and wider institution as appropriate.
3. Develop links and/or join relevant external networks to share information and ideas with teaching bodies and other academic related organisations.
4. Contribute to the School's outreach and engagement programmes by establishing/developing links with local business, post-primary education and professional communities, as appropriate.

**ESSENTIAL CRITERIA:**

1. Primary degree in relevant discipline – at 2.1/distinction level.
2. Postgraduate degree or equivalent qualification.
3. Appropriate and relevant professional qualification – currently valid if appropriate – and at least three years post-qualification experience in accounting practice.
4. Relevant professional/industry experience in accounting practice and experience of delivering teaching or training in an area of accounting that would demonstrably fit with and/or enhance the School's portfolio.
5. Evidence of ability to design appropriate teaching or training materials in respect of accounting practice and to plan and organise the delivery and assessment of appropriate taught courses relevant to in own accounting specialism.
6. Commitment to excellence in teaching and learning and to providing the highest quality experience for students.
7. Evidence of ability to produce professional outputs and other relevant deliverables appropriate to the discipline of accounting and stage of career.
8. Ability to contribute to broader management and administrative processes.
9. Effective interpersonal skills to liaise with students, colleagues and stakeholders.
10. High level of analytical capability.
11. Ability to communicate complex information clearly.
12. Ability to assess and organise resources.
13. Willing to undertake PGCHET and/or to secure membership of an appropriate professional or teaching body, e.g. HEA.

**DESIRABLE CRITERIA:**

1. PGCHET and/or membership of an appropriate professional or teaching body, e.g. HEA.
2. A PhD at or near completion.
3. Evidence of using advanced methodologies, models, approaches and techniques to meet relevant business needs.
4. Capacity to contribute to knowledge transfer and outreach/engagement activities leading to impact and/or reputational gain outside academia.