



Candidate Information

Position: Actuarial Lecturer of Practice
School/Department: Queen's Management School
Reference: 21/109328
Closing Date: Monday 29 November 2021
Salary: £37,467 to £51,799 per annum.
Anticipated Interview Date: Tuesday 21 December 2021

JOB PURPOSE:

Drawing directly on significant experience in actuarial practice, the postholder will undertake teaching and related activities in order to support the work of Queen's Management School. 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 actuarial science and its related disciplines.

MAJOR DUTIES:

Teaching:

1. Design and deliver a range of teaching and assessment activities in the subject within actuarial science programmes including lectures, setting/marking coursework, practicals, and field work to undergraduates and postgraduates.
2. Develop and 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.
7. Engage in professional development in relation to teaching, learning and assessment related to academic, institutional and/or other professional practices.

Research:

1. Engage in scholarly activity/pedagogic/practitioner practice, reflection and research as appropriate to actuarial science e.g. participate in professional and scholarly conferences, externally funded research projects and developing and bringing to publication teaching/professional materials.
2. Develop and maintain networking links with relevant professional bodies to ensure that 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 strategy by developing and maintaining external links with the actuarial profession (employers and professional institutions).
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. 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.
2. Ensure modules are designed/updated in line with School's teaching strategy.
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 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 and wider institution as appropriate.
3. Develop links and/or join external networks to share information and ideas.
4. Contribute to the School's outreach and engagement programme by establishing/developing links with local business, post-primary education and professional communities, as appropriate.

ESSENTIAL CRITERIA:

1. Minimum 2:1 degree in a relevant subject.
2. Appropriate professional qualification or be in the process of completing an appropriate professional qualification.
3. Relevant professional/industry experience and experience of delivering teaching and/or relevant assessment experience with either a third level institution or a relevant professional body.
4. Ability to design course materials and to plan and organise the delivery and assessment of taught courses in own specialism.
5. Ability to contribute to broader management and administrative processes.
6. Ability to assess and organise resources.
7. Effective interpersonal skills to liaise with students and colleagues.
8. High level of analytical capability.
9. Ability to communicate complex information clearly.
10. Ability to encourage commitment to learn in others.

DESIRABLE CRITERIA:

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