JOB DESCRIPTION

Job Title: **Lecturer in Business (Welsh Medium) 0.5 FTE**

Location: **Llandaff Campus**

Department: **Cardiff School of Management**

Grade: **7A/B**

Salary: **£40,322- 45,361 per annum pro rata**

Hours: **18.5 hours per week**

Tenure: **Permanent**

This job description is indicative, not prescriptive, and the balance of duties will be in accordance with the contract of employment.

Role Summary:

Cardiff School of Management is one of Cardiff Metropolitan University's five schools. Based in our state of the art facility near to the heart of the capital city we offer a wide range of programmes at undergraduate and postgraduate level. This is a key post that will contribute to the ambitions of the University's Strategic Plan 2017/18 – 2022/23

Cardiff School of Management continues to expand its academic provision through the medium of Welsh and is seeking to recruit colleagues who will extend and support the excellent Welsh medium learning and teaching currently taking place within the School. It is envisaged that the post will recruit a part time Lecturer.

Applications are welcome from outstanding bilingual candidates with teaching and research interests in the areas of marketing and strategic business management. Significant experience of bilingual teaching and mentoring undergraduate students would be particularly welcomed as would experience of coordinating student engagement activities through the medium of Welsh.

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Teaching and learning support
- Design teaching material and deliver either across a range of modules or within a subject area.
- Use appropriate teaching, learning support and assessment methods.
- Supervise student projects, and/or e.g. field trips and, where appropriate, placements.
- Identify areas where current provision needs revision or improvement.
- Contribute to the planning, design and development of objectives and material.
- Set, mark and assess work and examinations and provide feedback to students.

Research and scholarship
- Support the development of research objectives, projects and proposals.
- Participate in individual or collaborative research projects.
- Support the identification of sources of funding and contribute to the process of securing funds.
- Apply knowledge acquired from scholarship to teaching, research and appropriate external activities.
- Write or contribute to publications or disseminate research findings using other appropriate media.
- Make presentations at conferences or exhibit work in other appropriate events.

Communication
- Routinely communicate complex and conceptual ideas.

Liaison and networking
- Participate in and help develop internal and external networks for the benefit of Cardiff Metropolitan University in the areas of teaching and scholarship.

Managing people
- Mentor colleagues with less experience and advise on personal development.
- Depending on the area of work, could be expected to supervise the work of others.
- Co-ordinate the work of others to ensure modules are delivered to the standards required.

Teamwork
- Act as a responsible team member, leading where agreed, and develop productive working relationships with other members of staff.
- Collaborate with colleagues to identify and respond to students' needs.

Pastoral care
- Could be expected to act as a module tutor.
- Be responsible for the pastoral care of students within a specified area.
- Deal with standard problems and help colleagues resolve their concerns about progress in research.

Initiative, problem-solving and decision-making
- Assess, interpret and evaluate outcomes of research.
- Identify the need for developing the content or structure of modules with colleagues and make proposals on how this should be achieved.
- Develop ideas promoting the subject and/or research areas.

e.g. Develop ideas and find ways of disseminating and applying the results of research and scholarship.

e.g. responsibility for the design and delivery of own modules and assessment methods.

e.g. Collaborate with colleagues on the implementation of assessment procedures.

e.g. Advise others on strategic issues such as student recruitment and marketing.

e.g. Contribute to the accreditation of courses and quality control processes.

Planning and managing resources
- As module leader or tutor, co-ordinate with others (such as support staff or academic colleagues) to ensure student needs and expectations are met.
- Manage projects relating to own area of work.
- Participating in developing ideas for generating income.

Sensory, physical and emotional demands.
- Balance the pressures of teaching and administrative demands and competing deadlines.

Work environment
- Within the context of Cardiff Metropolitan University's H&S policy, depending on area of work and level of training received, may be expected to conduct risk assessment and take responsibility for the health and safety of others.

Expertise
- Possess sufficient breadth or depth of specialist knowledge in the discipline to develop teaching and/or research programmes and the provision of learning support.
- Use a range of delivery techniques.

Standard Notification

These guidelines are provided to assist you in the performance of your contract. The university is a dynamic organisation; therefore, changes may be required from time to time. Any changes will be made in consultation with the post-holder. The Summary of Duties and Responsibilities is not intended to be an exhaustive list of tasks performed. Other associated technical tasks are likely to be performed as directed by the line manager.

It is accepted that individual staff will have a specialist skills and knowledge base in relation to the role they have been appointed to. In addition to this, Cardiff Metropolitan University expects that all staff will contribute to the vision and ethos of the university and conduct themselves in a professional, courteous and student/customer focused manner at all times. All staff should have particular regard for their responsibilities under Cardiff Metropolitan University's Equalities, Financial, Environmental and Sustainability, Human Resources and Health and Safety policies and procedures.

PERSON SPECIFICATION

Post: Lecturer in Business (Welsh Medium)

Unit/School: Cardiff School of Management

FACTORS	ESSENTIAL AND DESIRABLE CRITERIA	ASSESSED BY		
		A*	I*	T*
Education and Qualifications (Essential)	A good honours degree	✓		
	An earned doctoral level qualification	✓		
	Ability to achieve Fellow Status as part of the Higher Education Academy's Professional Recognition scheme, within a 3-year period.	✓	✓	
Education and Qualifications (Desirable)	Fellow Status as part of the Higher Education Academy's Professional Recognition scheme.	✓		
	Membership of a professional body.	✓		
Knowledge (Essential)	A good level of knowledge relevant to the subject and professional area.	✓	✓	✓
	Evidence of undertaking continuous professional development (CPD).	✓	✓	✓
	A sound understanding of pedagogy.	✓	✓	✓
	A sound understanding of research/enterprise and scholarly activity.	✓	✓	✓
Knowledge (Desirable)				

Skills and Abilities Relating to Role (Essential)	Ability to design teaching and learning material.	✓	✓	✓
	Ability to employ appropriate assessment methods.		✓	✓
	Ability to contribute to the achievement of the School Development Plan and the development of other school activities.		✓	
	Ability to undertake administrative duties in an accurate and timely fashion.	✓	✓	
	Ability to plan workloads and projects and manage resources effectively.	✓	✓	
	Ability to identify areas for improvement and to use initiative and problem-solving skills to improve performance.		✓	
	Ability to take responsibility for several key areas such as module tutor, research supervision at undergraduate level.	✓	✓	
	Ability to communicate and disseminate complex and conceptual ideas in a variety of ways – presentations, reports, learning materials, results of scholarly activity, feedback etc.	✓	✓	
	Ability to develop productive working relationships as part of a professional team.	✓	✓	
	Ability to work collaboratively through the development of appropriate partnerships		✓	
Skills and Abilities Relating to Role (Desirable)				
Experience Paid/Unpaid (Essential)	Experience of bilingual teaching/scholarly activity or equivalent.	✓	✓	✓
	Experience of attracting or generating funds/income through a variety of sources.	✓	✓	
	Experience of working with others in a supervisory/guiding/supporting/mentoring capacity.	✓	✓	
	Ability to undertake Welsh medium teaching	✓		

Experience Paid/Unpaid (Desirable)	Experience of teaching and scholarship in Higher Education.	✓	✓	
Other Requirements (Essential)	Ability to demonstrate a commitment to Equality and Diversity, Health and Safety, Quality Standards.	✓		
Other Requirements (Desirable)				