

JOB DESCRIPTION

Job Title:	Teaching Fellow in Business Logistics and Transport	Grade:	AC2
School:	Business, Operations and Strategy	Date of Job Evaluation:	June 23
		SOC Code	2311
Role reports to:	Head of School or other nominated member of School Senior Management Team		
Direct Reports	N/A		
Indirect Reports:	N/A		
Other Key contacts:	Programme Leaders, Module Leaders, Professional Services staff		
<p>This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.</p>			

PURPOSE OF ROLE:

The successful candidate will conduct high quality teaching on undergraduate and postgraduate programmes in the areas of Business Logistics and Transport. The role will focus on delivering high quality education in a variety of formats. The person appointed will be expected to:

- Contribute to the delivery of existing teaching
- Contribute significantly to the delivery of teaching activities, reflecting the successfully candidate's own subject specialism appropriate for the needs of a diverse student body; across the range of courses offered by the school
- Support development of new modules demonstrating excellent design
- Engage in professional practice and scholarly activities across the subject area and contribute to the profile of the School and Faculty
- Support the delivering of the student experience

KEY ACCOUNTABILITIES:

Team Specific:

- Contribute to the delivery of high quality, innovative and effective teaching and new teaching initiatives, including inclusive approaches to setting and marking assessment
- Lead on personal and academic tutoring of undergraduate and postgraduate students as required
- Lead and support others in the design and develop of new courses/modules demonstrating excellent curriculum design
- Contribute to curriculum development within the School
- Contribute to subject, professional and/or pedagogical practice
- Contribution to the continuous improvement of the student experience
- Contributed and lead courses/modules effectively including adopting a responsive approach to students
- Effective cross working with Professional Services to support students
- Contribute to relationship management and engagement with key external bodies for teaching at a regional and national level; the national or regional public/cultural sectors/business, industry/professional bodies in relation to teaching
- Maintain effective, high quality and productive working relationships with professional bodies and employers
- Supervision of undergraduate and postgraduate students
- Work with other academics and the administrative teams to deliver excellent student care and support student success and employability
- Contribute to the general academic administrative work of the School and Faculty

Generic:

- Assist the team in achieving the School's KPIs
- Contribute to school plans, activities, and efficient working practices

- Participate in visit to schools, local community groups, public engagements, and related activity
- Demonstrate a commitment to equality, diversity, and inclusion through teaching practice and / or engagement with University initiatives
- Contribute to school-based teaching development activities
- Promote own work and represent discipline and the work of the University internally and externally, and take a proactive approach to ethical, good practice

Managing Self

- Contribute to the development and delivery of excellent learning, teaching and assessment practice across the University
- Develop expertise in practice or research-informed teaching with an increasing degree of autonomy
- Keep abreast of developments within the field and seek continuous improvement of own professional practice
- Actively participate in established professional development framework activities
- Behave in a manner which reflects the University values and behaviours which creates a positive environment for work and study
- Maintain a high standard of student engagement and satisfaction

Core Requirements

- Adhere to and promote the University's policies on Equality, Diversity and Inclusion and Information Security;
- Ensure compliance with Health & Safety and Data Protection Legislation;
- Support and promote the University's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible.
- Adhere to current legal requirements and best practice relating to digital content and accessibility, including Web Content Accessibility Guidelines when creating digital content.

Additional Requirements:

Any other duties commensurate with the post and grade as agreed with the Head of School and the leadership team of the Faculty.

KEY PERFORMANCE INDICATORS:

Performance Indicators will be established in consultation with the Head of School and line managers as part of the post-holder's annual Appraisal and Professional Development Review

KEY RELATIONSHIPS (Internal & External):

Students

Academic colleagues

Head of School

Professional Services staff

Research community in area of subject specialism

Teaching community in areas of best practice Practitioners in subject specialism

PERSON SPECIFICATION

Essential	Desirable
<p>Experience</p> <ul style="list-style-type: none"> • Delivery and/or leading at undergraduate and/or postgraduate level in the field of Business Logistics and Transport. • Conducting high quality, innovative and effective teaching on postgraduate and undergraduate programmes • Leading courses/modules effectively including adopting a responsive approach to student feedback • Contributing to new courses/modules • Undertaking peer reviews and school development activity/planning • Working with professional services to support students • Leading and contributing to subject, professional and/or pedagogical practice and other scholarly activities in the field of Business Logistics and Transport. • Student care, employability, and pastoral provision <p>Skills</p> <ul style="list-style-type: none"> • Ability to engage with and respond to student feedback • Outstanding organisational, IT communication and interpersonal skills <p>Qualifications</p> <ul style="list-style-type: none"> • Masters in Business Logistics and Transport or related field • PGCE or PGCHE or HEA Fellow, or commitment to obtain one upon taking up the post 	<p>Experience</p> <ul style="list-style-type: none"> • Acquiring internal and external resources to fund teaching practice-based enterprise projects • Undertaking HE outreach activity <p>Skills</p> <ul style="list-style-type: none"> • Ability to engage effectively with professional bodies at a national level <p>Qualifications</p> <ul style="list-style-type: none"> • N/A

Personal attributes

- We are looking for people who can help us deliver the values and behaviours of the University of Greenwich: Inclusive, Collaborative and Impactful