

## JOB DESCRIPTION

<b>Job Title:</b>	Teaching Fellow in Business Management and Executive Education	<b>Grade:</b>	AC2
<b>Department:</b>	Executive Business Centre	<b>Date of Job Evaluation:</b>	June 2024
<b>Role reports to:</b>	Associate Head of School - Student Success	<b>SOC Code</b>	2311
<b>Direct Reports</b>	N/A		

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.

### **PURPOSE OF ROLE:**

To conduct high quality teaching and learning activities within the Executive Business Centre (EBC). The role will focus on delivering high quality executive education in a variety of formats as well as research and enterprise activities. The person appointed will be expected to:

- Contribute to the delivery of applied, impactful teaching and learning activity
- Contribute significantly to the delivery of teaching activities, reflecting the successful candidates own subject specialism and in line with EBC strategy
- Support the development of new modules and programmes reflecting industry demand and innovative approaches to design
- Engage in professional practice and scholarly activities within EBC, contributing to the profile of EBC, Greenwich Business School and the wider University.
- Engage with industry and professional bodies to support the delivery of a high-quality learner journey and promote EBC activity.

### **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
- Lead and support others in the design and develop of new courses/modules demonstrating excellent curriculum design;
- Contribute to curriculum development within the Executive Business Centre.
- Contribute to subject, professional and/or pedagogical research leading to the publication and/or dissemination of original work
- Contribute to relationship management with industry to support impactful curriculum design and delivery
- 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, research or enterprise
- Maintain effective, high quality and productive working relationships with professional bodies and employers
- Work with other academics and lead the development of new courses, programmes and learning experiences in the Executive Business Centre's discipline areas, developing the subject area and sharing best practice across the Faculty and University
- Work with other academics and the administrative teams to deliver excellent student care and support student success and employability
- To contribute to the development of funding bids which contribute to the acquisition of internal and external resources to fund research, enterprise or teaching projects
- Contribution to the continuous improvement of the student experience or lead courses/modules effectively including adopting a responsive approach to students
- Effective cross working with Professional Services to support students
- Supervision of undergraduate and postgraduate students
- Contribute to the general academic administrative work of the Executive Business Centre and Greenwich Business School

**Generic:**

- Assist the team in achieving the Executive Business Centre and Greenwich Business School KPIs
- Contribute to Executive Business Centre plans, activities, and efficient working practices
- Participate in visit to employers, 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 peer review and Executive Business Centre based teaching development activities
- Promote your work and represent your discipline and the work of the University internally and externally, and take a proactive approach to ethical, good practice

**Managing Self:**

- Develop expertise in inquiry/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 creates a positive environment for work and study
- Maintain a high standard of student engagement and satisfaction
- Seek to maximise the learning outcomes of students

**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:**

Undertake any other duties as requested by the line manager or appropriate senior manager, commensurate with the grade.

This is a professional, demanding role within a complex organisation with an ambitious strategic plan and agenda for change. The role holder will be expected to show flexibility in working arrangements, including working hours, to ensure that the Executive Business Centre delivers the required level of service.

**KEY PERFORMANCE INDICATORS:**

Performance Indicators will be established in consultation with the Director – Executive Business Centre as part of the post-holder’s annual Appraisal and Professional Development Review

**KEY RELATIONSHIPS (Internal & External):**

- Students
- Employers and industry bodies
- Academic colleagues
- Director – Executive Business Centre
- Professional Services staff
- Research community in area of subject specialism
- Teaching community in areas of best practice
- Practitioners in subject specialism

<b>PERSON SPECIFICATION</b>	
<b>Essential</b>	<b>Desirable</b>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Delivery and/or leading at postgraduate level in relevant field</li> <li>• Conducting high quality, innovative and effective teaching on postgraduate programmes</li> <li>• Leading courses/modules effectively including adopting a responsive approach to students</li> <li>• Leading and contributing to subject, professional and/or pedagogical research and other scholarly activities in the relevant field</li> <li>• Student care and pastoral provision</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Postgraduate teaching /supervision</li> <li>• Creating professional/community partnerships</li> <li>• Ability to teach across disciplines</li> <li>• Leading on external accreditation activity</li> <li>• Designing and leading significant teaching and assessment activity</li> <li>• High quality publications</li> <li>• Initiating the development of Research bids</li> <li>• Practitioner experience from industry</li> </ul>

<p><b>Skills</b></p> <ul style="list-style-type: none"><li>• Ability to engaged with and respond to student feedback</li><li>• Outstanding organisational, IT communication and interpersonal skills</li></ul> <p><b>Qualifications</b></p> <ul style="list-style-type: none"><li>• Master's or professional qualification in related field</li></ul> <p><b>Personal attributes</b></p> <ul style="list-style-type: none"><li>• We are looking for people who can help us deliver the <a href="#">values</a> of the University of Greenwich: Inclusive, Collaborative and Impactful</li></ul>	<p><b>Skills</b></p> <ul style="list-style-type: none"><li>• Curriculum development in relevant field</li><li>• Individual and /or collaborative income generation</li><li>• Application for research funding and other bids</li><li>• Individual and/or collaborative consultancy work</li></ul> <p><b>Qualifications</b></p> <ul style="list-style-type: none"><li>• Teaching qualification</li><li>• PhD</li></ul> <p><b>Personal attributes</b></p> <ul style="list-style-type: none"><li>• N/A</li></ul>
---	---