

## JOB DESCRIPTION

**Job Title:** Lecturer in Business Analytics

**Grade:** AC2

**School:** School of Business, Operations & Strategy

**Responsible to:** Academic Portfolio Lead for Strategy and Analytics

**Responsible for:** N/A

**Key Contacts:** Programme Leaders, Module Leaders, Professional Services

**Standard Occupational Classification (SoC code):** 2311

**Non-Contractual Nature of Role Profile:** 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 research and teaching on undergraduate and postgraduate programmes in the area of Business Analytics. The role will focus on delivering high quality 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 existing teaching, module development, and to participate in the research carried out in the school.
- Contribute more widely to the design and delivery of teaching activities, reflecting the successful candidate's own subject specialism appropriate for the needs of a diverse student body; across the range of courses offered by the school.
- Engage in research and professional practice across the subject area and contribute to the research profile of the School and to the REF submissions of the CCRG/NUSC research group/centre.

### KEY ACCOUNTABILITIES

#### Team Specific:

- Contribute to/lead the delivery of high quality, innovative and effective teaching and new teaching initiatives, including inclusive approaches to setting and marking assessment
- Work proactively on specific research topics aligned to your own and the school's research interests
- Lead on academic tutoring of undergraduates and postgraduates

- Lead and support others in the design and develop of new modules demonstrating excellent curriculum design
- Contribute to/lead curriculum development within the School
- Lead on the delivery of external accreditation activity
- Contribution to the integration of enterprise work/research and scholarship and activities into teaching or professional training materials
- Participation in the delivery of new modules, including CPD and degree apprenticeships, integrating enterprise, innovation or external engagement activities
- Contribute to subject, professional and/or pedagogical research leading to the publication and/or dissemination of original work
- Contribute to the research profile of the academic unit and to the REF submission of the school.
- To contribute or initiate 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
- 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
- Supervision of undergraduate and postgraduate students
- Work with other academics and lead the development of new modules, programmes and learning experiences in the school'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
- Contribute to the general academic administrative work of the School and Faculty

**Generic:**

- Assist the programme teams and research group/centre 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 peer review and school 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 Greenwich Business School delivers the required level of service.

### **KEY PERFORMANCE INDICATORS:**

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

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

- Head of School
- Academic colleagues
- Professional Services staff
- External Examiners
- Research community in area of subject specialism
- Teaching community in areas of best practice
- Practitioners in subject specialism

**PERSON SPECIFICATION**

**EXPERIENCE:**

**Essential Criteria**

- Delivery and/or leading at undergraduate and/or postgraduate levels in the field of Business Analytics and general business subjects
- Ability to deliver modules in Python, Social Network Analysis (SNA), Data Mining, Machine Learning/Natural Language Processing
- Conducting high quality, innovative and effective teaching on postgraduate and undergraduate programmes
- Leading courses/modules effectively including adopting a responsive approach to students
- Leading and contributing to subject, professional and/or pedagogical research and other scholarly activities in the field of Business Analytics
- Student care and pastoral provision

**Desirable Criteria**

- Postgraduate teaching /supervision
- Creating professional/community partnerships
- Ability to teach across disciplines
- Leading on external accreditation activity
- Designing and leading significant teaching and assessment activity
- High quality publications
- Initiating the development of research bids

**SKILLS:****Essential Criteria**

- Ability to engaged with and respond to student feedback
- Outstanding organisational, IT communication and interpersonal skills
- Software: Python, Microsoft Office

**Desirable Criteria**

- Curriculum development
- Individual and /or collaborative income generation
- Application for research funding and other bids
- Individual and/or collaborative consultancy work
- Software: R, Tableau

**QUALIFICATIONS:****Essential Criteria**

- PhD in Business Analytics/ Big Data / AI, or related fields
- Appropriate professional qualification

**Desirable Criteria**

- Teaching qualification
- Appropriate professional qualification

**PERSONAL ATTRIBUTES:****Essential Criteria**

- We are looking for people who can help us deliver the [values](#) of the University of Greenwich: Inclusive, Collaborative and Impactful.

**Desirable Criteria**

- N/A