

<b>Job Title:</b>	Teaching Fellow – Public Relations and Communications  0.5 FTE	<b>Grade:</b>	AC2
<b>Department/School:</b>	Faculty of Business	<b>Date of Job Evaluation:</b>	September 2019
<b>Role reports to:</b>	Head of Department		
<b>Direct Reports</b>	N/A		
<b>Indirect Reports:</b>	N/A		
<b>Other Key contacts:</b>	Programme Leaders, Course Leaders, Professional Services staff		

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:**

This Teaching Fellow role would teach the following subjects:

- PR planning including digital content planning
- Social media management and evaluation
- Public affairs and political communications
- Corporate communications
- Social theory
- Ethics in PR

The Teaching Fellow is expected to conduct high quality teaching on undergraduate and postgraduate programmes. The role will focus on delivering high quality education in a variety of formats. The person appointed will be expected to:

- 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 department/faculty.
- Support development of new modules demonstrating excellent design.
- Engage in professional practice across the subject area and contribute to the profile of the Department and Faculty.
- Support the delivery 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 undergraduates.
- Lead and support others in the design and develop of new courses/modules demonstrating excellent curriculum design.
- Contribute to subject, professional and/or pedagogical practice.
- 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.
- Maintain effective, high quality and productive working relationships with professional bodies and employers
- Supervision of undergraduate and taught 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 Department and Faculty.

### **Generic:**

- Assist the team in achieving the Department's KPIs
- Contribute to department/faculty 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 department -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**

- 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.

### **Additional Requirements:**

Any other duties commensurate with the post and grade as agreed with the Head of Department and the PVC of the Faculty.

**KEY PERFORMANCE INDICATORS:**

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

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

Academic colleagues  
 Head of Department  
 Professional Services staff  
 Research community in area of subject specialism  
 Teaching community in areas of best practice  
 Practitioners in subject specialism

**PERSON SPECIFICATION**

<b>Essential</b>	<b>Desirable</b>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Delivery and/or leading at undergraduate and/or postgraduate level.</li> <li>• Conducting high quality, innovative and effective teaching on postgraduate and undergraduate programmes.</li> <li>• Contributing to new courses/modules.</li> <li>• Working with professional services to support students.</li> <li>• Contributing to subject, professional and/or pedagogical practice and other scholarly activities in the field.</li> <li>• Student care, employability and pastoral provision.</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>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Curriculum development expertise.</li> <li>• Acquiring internal and external resources to fund teaching practice-based enterprise projects.</li> <li>• Dissemination of good practice either within the University and/ or external.</li> <li>• Undertaking HE outreach activity.</li> <li>• Undertaking peer reviews and department/school development activity/planning.</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Curriculum development.</li> <li>• Ability to contribute imaginatively to multi-disciplinary teams.</li> <li>• Ability to engage effectively with professional bodies at a national level.</li> </ul>

- Masters in related field or recognised equivalent.
- Hold a PGCert HE or recognised equivalent or be a Fellow of the HEA; or commit, as a condition of appointment, to obtain HEA Fellowship within twelve months of commencing the role, with the support of the university.

**Personal attributes**

- We are looking for people who can help us deliver the values and behaviours of the University of Greenwich: Excellence, Determination, Inclusivity, Ambition and Creativity