

JOB DESCRIPTION

Job Title:	Senior Teaching Fellow Management Accounting	Grade:	AC3
Department/School:	Accounting and Finance	Date of Job Evaluation:	April 2021
Role reports to:	Head of Department		
Direct Reports	None		
Indirect Reports:	None		
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:

To conduct high quality teaching on undergraduate and postgraduate programmes in the areas of Management Accounting. The role will focus on delivering high quality education in a variety of formats.

The Teaching role will contribute to the teaching on:

- Cost Accounting
- Management Accounting
- Performance Management and/or
- Other related subjects and modules (e.g. Accounting Information Systems or Data Analytics etc.)

The person appointed will be expected to:

- Contribute to the delivery of existing teaching, course development, and pedagogical/professional activity carried out in the department/school including revalidation of programmes
- Significantly influence the design and 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/school
- Engage in professional practice across the subject area and contribute to the profile of the Department/School and Faculty
- Support the delivering of the student experience.

Candidates appointed at Senior level are expected to demonstrate emerging leadership in a subject area and a growing reputation and impact across the Faculty, University, and more widely.

KEY ACCOUNTABILITIES:**Team Specific:**

- lead 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
- lead to curriculum development and revalidation within the Department/School
- Lead on the delivery of external accreditation activity
- Contribution to the integration of enterprise and scholarship activities into teaching or professional training materials (Participation in the delivery of new courses, including CPD and degree apprenticeships, integrating enterprise, innovation, or external engagement activities
- Contribute to subject, professional and/or pedagogical research activity leading to dissemination through research informed teaching 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 postgraduate students
- Work with other academics and lead the development of new courses, programmes and learning experiences in the department/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 Department/School and Faculty

Generic:

- Assist the Accounting and Finance Team in achieving the Department/School's KPIs
- Contribute to department/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 department/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

- 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
- Seek to maximize 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.

Additional Requirements:

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

KEY PERFORMANCE INDICATORS:

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

KEY RELATIONSHIPS (Internal & External):

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

- Outstanding organisational, IT communication and interpersonal skills

Qualifications

- Masters qualification in
- PGCE or PGCHE
- HEA Senior Fellowship
- Appropriate professional qualification.

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

Qualifications

- PHD in Management Accounting or a related field

Personal attributes

- N/A