
ROLE PROFILE and PERSON SPECIFICATION



Academic Post Title	Business School Lecturer/Senior Lecturer
Remuneration	£29,521 - £42,919 (University of Gibraltar Grade F2-F3)
Other Benefits	Access to either Gibraltar Provident Fund or the Guaranteed Superannuation Fund pension schemes after probation period
Probation Period	12 months
Base Location	Europa Point Campus
Hours	37 hours per week
Annual Leave	25 days plus public holidays
Responsible to	Head of School (Business)

GENERAL

The University of Gibraltar is a not-for-profit independent tertiary institution established in Gibraltar under the University of Gibraltar Act 2015. Its principal mission is to respond to current societal needs as well as to shape personal and professional futures through the pursuit of education, training, and research. The University is committed to innovative partnerships with business, government, charitable foundations, healthcare and educational institutions. It is a regionally facing institution that seeks to be globally engaged and recognised.

ABOUT THE SCHOOL OF BUSINESS

The School of Business aims to prepare graduates to meet today's business challenges. It offers programmes at both undergraduate and postgraduate level, all of which have been designed in collaboration with the University's Business Key Advisory Group, high-profile academics and industry experts. In line with the University's focus on participatory and active learning opportunities, class sizes are small and adopt a workshop style approach where students are encouraged to discuss, question and apply academic theory to live workplace issues.

JOB PURPOSE

To contribute to high quality teaching, research and academic management within the University. To maintain and develop learning, teaching and research / professional practice activities that enhance the discipline and support an excellent student experience in line with the University strategy.

MAIN DUTIES AND RESPONSIBILITIES

Learning and Teaching

1. Develop and engage in high-quality learning, teaching and assessment at undergraduate and postgraduate level. Although predominantly face to face, this may, at times, include using online and blended approaches to learning.
2. Develop and deliver a teaching portfolio that reflects best practice and is regularly reviewed and refined through self-reflection, peer-support, student feedback, professional development and where applicable scholarly activity.
3. Teach as a member of the School team in a variety of settings from small group tutorials to large lectures and using online / digital technologies (e.g. Canvas) where appropriate.
4. Identify the learning and development needs of students and define appropriate learning objectives, methods and resources to meet their needs.
5. Develop the skills of students, applying appropriate approaches to teaching, enabling them to challenge thinking, foster debate and develop their ability to engage in critical discourse and rational thinking.
6. Supervise the work of students, provide advice on study skills and assist them with learning problems – this includes supervision of placements / dissertation projects where appropriate.
7. Select appropriate assessment instruments and criteria, assess the work and progress of students by reference to the criteria and provide constructive and timely feedback to students.

Administration, Support and Management

8. Contribute to the development of the subject discipline within the University through engagement in curriculum review activity including developing learning and teaching materials, methods and approaches with guidance from the Head of School / Programme Coordinator.
9. Act as a 'module leader' where required and manage personal administrative tasks including contributing to the planning of taught programmes.
10. Ensure that relevant **University academic regulations, quality codes, processes and procedures** as described in the University Quality Handbook are implemented effectively.
11. Contribute to the School and University community through internal and external engagement activities (e.g. School administration, open days, outreach, committee membership, peer support, knowledge exchange, and public engagement).
12. Provide pastoral support for students where appropriate; using listening, interpersonal and empathy to deal with sensitive issues concerning students and provide support.
13. Participate in internal and external networks and events in order to maintain and enhance professional standing in your field as well as promoting, and enhancing the reputation of, the University.
14. Mentor colleagues with less experience and support and inform Programme Coordinator or Head of School regarding any suggested personal development.

Research and Scholarly Activity

15. Engage in research and/or professional practice that contributes to the University's growing research culture and research direction as agreed with the Head of School.
16. Continually update knowledge and understanding at the forefront of the academic discipline and, if appropriate, also at the forefront of the relevant area of professional practice.

17. Translate knowledge of advances in the subject area or professional practice into the academic programme.
18. Engage in approved collaborative partnerships and contribute to the University’s work in influencing leading edge practice, as agreed with the Head of School.

Other

19. Actively promote the mission and values of the University.
20. Act ethically and uphold University’s sustainability commitment at all times.
21. Work within the Health, Safety and Welfare at Work Act 1999; fulfilling the legal duty to take responsible care for own health and safety and others who may be affected by their actions.
22. Support the University’s major events such as induction week, Beacon Lectures, open days, applicant days, interviews, clearing and other key events.
23. Ensure that the highest standards of professional performance are maintained.
24. Promote equal opportunities, diversity and inclusion in the work of the University.
25. Ensure compliance with relevant legislation and statutory codes of practice, as advised.
26. Participate in the University’s performance review and appraisal processes.
27. Ensure all University policies are implemented within the remit of this post.
28. Any other duties as may reasonably be required.

This position description is a guide to the work the post holder will initially be required to undertake. It may be amended from time to time to meet changing circumstances by mutual agreement. It is expected the job description will be regularly reviewed by the post holder and line-manager. These discussions will normally take place during the annual Staff Performance and Development Review (SPDR).

Although the base location is as shown, the role holder may be required to work on any university site or associate campus.

A summary of the essential and desirable attributes appears below and forms part of this position description.

PERSON SPECIFICATION

	Essential [E]	Desirable [D]
Qualifications and/or Professional Development	<ul style="list-style-type: none"> A PhD (or recognised equivalent) in relevant subject area or a good Master's degree with significant (relevant) industry experience. Professionally recognised teaching qualification, or willingness to work towards one within 12-months. Evidence of commitment to continuing professional development and lifelong learning. 	<p>Professional membership of relevant organisation / professional accreditation.</p>
Previous Experience	<ul style="list-style-type: none"> Teaching and learning within a Higher Education environment. Meeting the needs of students from a diverse range of backgrounds including cultural, class and ethnicity. 	<ul style="list-style-type: none"> Course leadership in Higher Education.

	<ul style="list-style-type: none"> • Sufficient relevant/current industry experience to support application of academic content to practice with credibility. 	
<p>Knowledge, Skills and Abilities</p>	<ul style="list-style-type: none"> • Excellent knowledge of breadth and depth of subject in order to deliver academic content with credibility. • Excellent, and up to date, knowledge of current disciplinary methodologies within subject. • Able to use a range of pedagogic techniques, including the use of technology, to enthuse and engage students with diverse learning styles. • Able to foster critical thinking, curiosity, debate and develop the ability of students to engage in critical discourse and rational thinking. • Able to evaluate learning methods / outcomes and adapt based on student and peer feedback. • Strong organisational skills and able to manage multiple priorities, work effectively under pressure and meet deadlines. • Able to communicate clearly and confidently using a range of channels. • Strong IT skills including using Microsoft Office, and digital technologies / learning platforms. • Able to work effectively in a team, but also able to take initiative, exercising due tact and judgement. • Ability to work flexibly to meet the needs of the University 	<ul style="list-style-type: none"> • Strong liaison and networking skills with the ability to foster relationships and partnerships that extend and develop the reputation of the University. • Experience with programme outreach events and services, including online presence for awareness-raising, marketing and portfolio purposes. • Able to respond positively to challenging situations and solve problems quickly and creatively.
<p>Values and Principles</p>	<ul style="list-style-type: none"> • Commitment to the University’s values. • Strong commitment to, and understanding of, the principles of equality, diversity & inclusion. • Commitment to high-quality learning and teaching and the student experience. • Culturally nimble and able to interact in a work environment in both very formal and very informal contexts. 	