

# LINCOLN COLLEGE

## JOB DESCRIPTION

<b>Post Title:</b>	Lecturer in Business and HRM	<b>Grade:</b>	Lecturer Scale, points 1 - 7
<b>Post Number:</b>	LC0244P	<b>Date:</b>	January 2020
<b>Line Manager:</b>	Learning and Skills Lead - Business	<b>Directorate:</b>	BESP
<b>Daily Supervision:</b>	Learning and Skills Lead – Business	<b>School:</b>	BEME

### Job Purpose:

To provide the highest quality educational experience in Business programmes using vocational knowledge and experience to deliver teaching, learning and assessment that inspires students and prepares them for progression to employment in the sector, or higher education. To contribute to the development of the curriculum in line with local, regional and national needs and contribute to the positioning of these courses as the premier local choice for Business students. The post is based at Lincoln but may involve teaching at other centres.

### Principal Duties and Responsibilities:

1. To contribute to delivering learning, assessment and teaching across Business related programmes – with a specific focus on (but not limited to):
  - BA (Hons) Business and Management
  - CIPD L3/5 Human Resource Practice/Human Resource Management/ Employment Law / Management
  - Level 3 Foundation/ Extended Diploma in Business
  - T Level Business
2. To contribute to the development of specialist disciplines, helping to maximise achievement rates and raise recruitment.
3. To promote the development of English and Maths skills within programmes of study.
4. To carry out the role of a Course Tutor as required.
5. To contribute to the development of new programmes.
6. To liaise with awarding bodies and external examiners/verifiers.
7. To contribute to industry engagement and the development of work-related learning experiences.
8. To assist with the operational and commercial development of the curriculum area.

9. To liaise with schools, parents, universities and/or employers as appropriate, to optimise student progression.
10. To contribute to the process of programmes marketing and the recruitment and selection of students.
11. To contribute to the student professional development enrichment programme
12. To participate in any cross-college/working party groups as from time to time may be established.
13. To accept responsibility for the implementation of the College's Equality and Diversity policy throughout all personal contacts in the College and within this area of responsibility.
14. To maintain professional standards and expertise by undertaking relevant professional development.
15. To maintain quality standards appropriate to the post.
16. To conform with the Health and Safety requirements relevant to the post.
17. To be responsible for safeguarding and promoting the welfare of children wherever applicable within the role.

**N.B. This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.**

**LINCOLN COLLEGE  
PERSON SPECIFICATION FORM**

**Post Title:** Lecturer in Business and HRM      **Grade:** Lecturer Scale, points 1 - 7  
**Post No:** LC0244P      **Date:** January 2020  
**Directorate:** BESP      **Unit/School:** BEME/BMA

No.	Requirement	Proposed Selection Method *
<b>Knowledge</b>		
1.	Honours degree in Business or related subject i.e. Employment Law/HRM.	A / I
2.	Certificate in Education, PGCE or equivalent or the ability and willingness to obtain a Level 4 professional teaching qualification within 1 year of commencing employment. (2 Years of fractional posts)	A / I
3.	Qualification in internal quality assurance	A / I
4.	Higher level degree in related subject	A/I
<b>Skills/Abilities – Interpersonal</b>		
5.	The ability to teach and manage learning across a range of business-related programmes from Levels 3-6; ranging from HR, management, leadership and law	A / I / T
6.	The ability to communicate effectively to a wide range of people.	A / I / T
7.	Good presentation skills.	A / I / T
8.	The ability to respond to individual learning needs.	A / I / T
9.	The ability to work in a non-discriminatory manner.	A / I
<b>Experience</b>		
10.	Proven competence of teaching on business related programmes.	A / I
11.	Programme co-ordination and the management of quality.	A / I
12.	Personal tutorship within further education programmes.	A / I
13.	Relevant industrial or practitioner experience	A / I
<b>Work Related Circumstances</b>		
14.	The ability and willingness to undertake relevant staff development.	A / I
<b>Skills/Abilities – Other</b>		
15.	Good organisational/planning skills.	A / I / T
16.	Appropriate level of IT skills to undertake relevant duties i.e. Word and PowerPoint or the willingness and ability to undertake relevant training.	A / I
17.	Responsibility for safeguarding and promoting the welfare of children wherever applicable.	A / I

**Prepared By:** Kim Chafer

**Date:** January 2020

**Designation:** LSL BMA

\* A = Application Form

I = Interview

T = Test