

**University of
Northampton**

**Lecturer / Senior Lecturer in
Financial Services**
Job Description

UoN



Lecturer / Senior Lecturer in Financial Services

Responsible to: Subject Leader in Accounting and Finance

Accountable to: Dean of Faculty

Overall Purpose

To provide a full, proactive and flexible contribution to the Faculty and University through:

- Delivery of an outstanding student learning experience in line with the University's mission and strategic plan, and sector expectations of best practice.
- Commitment to scholarship, for the development and implementation of innovative and effective teaching and learning methods.
- A contribution to financially sustainable research, enterprise and strategic collaborative activities.
- A commitment to the facilitation of positive social impact.

Principal Duties and Responsibilities

Student Learning Experience

- Provide an outstanding research-informed, personalised student learning experience; demonstrating creativity and innovation in the effective development, planning, delivery and assessment of a wide variety of learning opportunities to enable high quality student outcomes.
- Deliver excellence in active blended learning – integrating face-to-face (primarily) and on-line teaching and learning, for example seminars, workshops, tutorials, dissertation/project supervision, research degree supervision (where relevant); as appropriate for different learners.
- Demonstrate thorough subject knowledge including significant and recent developments, as well as with professional practice where applicable.
- Demonstrate excellence in the development and use of the Virtual Learning Environment (VLE) to enhance the learning experience in both face to face and off-campus delivery.
- Deliver excellence in assessment, including developing a range of assessment items that demonstrates innovation and sector best practice, and undertaking assessment processes in line with University policy and practice.
- Participate in emerging academic, and professional and research practices.
- Provide high quality management of modules and/or small/partial programmes in line with University policy and practice, taking a proactive approach to the implementation of established quality assurance processes, contributing to the design and implementation of quality enhancement initiatives, and undertaking all necessary associated administration.
- Communicate and collaborate effectively with colleagues in the development and delivery of programmes and modules.

- Undertake personal tutorial support and provide a key academic point of contact for students.

At Senior Lecturer Level (in addition to the above)

- Provide academic leadership for the development and delivery of programmes in line with the requirements of the University and external agencies, such as QAA, PSRB.
- Provide high quality management of large and/or non-standard modules and programmes, including leadership of the programme level quality review; proactively implementing established quality assurance processes and leading the design and implementation of quality enhancement initiatives including the development of new modules and programmes delivered in single or multiple locations.
- Ensure effective communication across a team of academics to achieve high quality student outcomes.
- In liaison with the Subject leader, undertake effective communication with external examiners and other external colleagues with respect to quality and standards.

Research and Enterprise

- Develop and/or maintain a personal record of published research and scholarly outputs, for example pedagogic research or case studies, at national and preferably international level, and make a proactive contribution to securing external funding to support this activity.
- Contribute to securing and delivering financially sustainable enterprise activities, examples of which may include: applied research, consultancy, corporate training/education, knowledge exchange.
- Actively contribute to the Faculty's research community through, for example: participation in the Faculty's research groups and/or research centres, seeking opportunities for collaborative scholarship, providing support for less experienced researchers, delivering workshops on relevant research based programmes (for example PhD, MPhil, DBA), membership of Doctoral supervision teams.

At Senior Lecturer Level (in addition to the above)

- Take a leadership role in securing and delivering financially sustainable research and/or enterprise activities. Examples may include: academic research, applied research, consultancy, corporate training/education, knowledge exchange, and/or other forms of income generation. This can involve managing budgets and leading research teams.
- Develop and maintain productive external relationships for the advancement of teaching excellence, examples of which may include: other HEIs, employers, professional bodies, corporate clients, and international partners.

Generic Duties and Responsibilities

- Make a positive and proactive contribution to the general life of the Subject Group, Faculty and wider University, ensuring that effort and resources are utilised effectively and efficiently in pursuit of the University strategic plan.

- Contribute to the development and implementation of Faculty promotional and student recruitment activities. Examples include but are not limited to: attendance at Open Days, development of promotional materials, conducting applicant interviews, visits to/from prospective clients and employers international partners and recruitment fairs, participation in Welcome Week activities.
- Engage in staff development activities relating to teaching, learning and assessment.
- Be proactive in pursuing Changemaker and other relevant activities which will deliver a social impact.
- Facilitate and continue to develop own Personal Development Planning and engage in the University's Personal Development Review (PDR) process; be pro-active in taking responsibility for own professional development and training, for example, by completing mandatory training to deadlines, attending internal and external training opportunities relevant to stage of career and subject discipline.
- Manage own time through electronic diary systems, and ensure appropriate communication is maintained at all times with students and colleagues.
- Work flexibly and undertake other responsibilities and tasks appropriate to level, as reasonably requested.
- Be responsible and accountable for ensuring all employment legislative requirements are adhered to, examples include equality and diversity, and health and safety issues.
- Engagement with relevant committees, working groups, forums and assessment boards.
- Have a demonstrable understanding of University policies and procedures.

At Senior Lecturer Level (in addition to the above)

- Provide effective mentoring, induction and other support for new staff and/or Associate Lecturers when required.

The job description may be altered at any time in the future, in line with the level of the post, to meet changing institutional requirements and the growing dynamic environment of higher education. Any changes will be made in full consultation with the post holder.

Person Specification

Please ensure that your application statement provides clear and specific examples to illustrate how you meet each essential criterion. Applicants that fail to do so will not be shortlisted.

Please see Key below

	Criteria	Essential / Desirable	Assessment Methods
Qualifications			
1	Degree qualification or equivalent in relevant subject	E	A
2	Master's degree in relevant subject	D	A
3	Doctorate in relevant subject, completed or within 12 months of completion	D	A
4	Relevant professional qualification	D	A
5	Professional Recognition as HEA Fellow (D2) or teaching qualification recognised by HESA, or willingness to obtain within an agreed timescale	E	A
Subject Specialism			
6	Specialist knowledge of subject	E	A / I
Student Experience			
7	Evidence of ability to plan, design and deliver a high quality student learning experience in a creative and innovative way	E	A / I / P
8	Evidence of ability to lead modules	E	A / I
9	Evidence of ability to engage and motivate learners effectively	E	A / I / P
10	Ability to adopt, adapt and use digital devices, applications and services including the MS Office Suite	E	P
11	Willingness to get involved in wider institutional activities including 'Changemaker' and other initiatives which will deliver a social impact	E	I / P
12	Ability to develop innovative online and blended learning materials, and to support learners effectively using a Virtual Learning Environment (VLE) and other media	D - Lecturer E - Senior Lecturer	A / I
13	Recent relevant professional/industry experience and the ability to apply to the student experience	E	A / I / P
14	Experience of providing high quality/successful doctoral supervision	D	A / I

Research and Enterprise

15	A record of publications or other scholarly outputs of national or (ideally) international standing	D	A / I
16	A record of successfully securing external research and/or enterprise funding	D	A / I

Academic Leadership

17	Evidence of ability to effectively implement quality assurance processes	E	A / I
18	Ability to lead the design and implementation of initiatives to enhance the student experience	D – Lecturer E – Senior Lecturer	A / I
19	Ability to network effectively in order to positively contribute to the work of the University	E	I
20	Ability to effectively manage own professional reputation, especially online and in a virtual environment	E	I / P

Senior Lecturer Level (in addition to the above)

21	Evidence of ability to lead on and develop programmes	E	I
22	Ability to delegate appropriately	E	I
23	Experience of mentoring colleagues effectively	E	I

Personal Qualities

24	Ability to communicate professionally and effectively with learners and colleagues, demonstrating cultural sensitivities	E	I
25	Ability to carry out difficult conversations with learners and colleagues	E	I
26	Adaptable to organisational change	E	I
27	Ability to work collegiately and flexibly as part of a team	E	I
28	Ability to work independently using initiative to manage multiple priorities and meet deadlines	E	I
29	A shared value in terms of our commitment to equality and inclusion in practice	E	I
30	A positive and proactive approach to supporting the general life of the Subject Group, Faculty and wider University, in pursuit of the University strategic plan	E	I

(E) Essential
(D) Desirable
(A) Application
(I) Interview
(P) Presentation

Terms and Conditions of Employment

- Job Title:** Lecturer/Senior Lecturer in Financial Services
- Duration:** Permanent
- Hours:** Post 1 - Part time: 0.4 FTE
Post 2 - Part time: 0.2 FTE
- Salary:** Lecturer - Grade 7: £34,189 - £38,460 per annum, pro rata
Senior Lecturer - Grade 8: £39,609 - £48,677 per annum, pro rata
- Work Base:** Waterside or any of the University of Northampton premises as required
- Pension:** Eligible to join the Teachers' Pension
- Holidays:** Pro rata 35 days per annum plus Bank Holidays and Closed days
- Notice period:** 2 months
- Probationary period:** 12 months

Additional Points to Note

Applicants are required to provide two referees who can give an opinion on academic and/or professional work experience.

Successful applicants are required to provide any stated/required qualifications and evidence of any memberships to professional bodies.

Applicants must provide evidence of their right to work in the UK in accordance with the Asylum and Immigration Act 1996 and Immigration Asylum and Nationality Act 2006.

The starting salary for all new appointments and internal promotions will normally be at the minimum point of the grade.

Should you be shortlisted to attend an interview the University will not reimburse you for any expenses incurred.