

## THE POST

<b>College:</b>	<b>University of Exeter Business School</b>
<b>Post:</b>	<b>Programme Director/Lecturer (Education and Scholarship) in Degree Apprenticeships</b>
<b>Reference No:</b>	<b>P60438</b>
<b>Grade:</b>	<b>F</b>
<b>Reporting To:</b>	<b>Head of Department</b>
<b>Responsible For:</b>	<b>Degree Apprenticeships (Level 6)</b>

The above full time post is available immediately in the Business School.

### Job Description

#### Main purpose of the job:

The post is specifically required to manage the delivery of the Level 6 Degree Apprenticeship undergraduate programme launching in September 2018 to students balancing work and academic study. Programmes will be delivered through online and distance learning, supported by short periods of residential study on campus and a significant element of workplace learning and assessment.

You will have responsibility for managing and monitoring all Level 6 degree apprenticeship undergraduate programmes within the School and their associated operational administration, curriculum development, quality management and enhancement (including accreditation by relevant professional institutions where appropriate). You will work with the Director of Executive Education and the Associate Dean of Education to ensure the efficient and effective delivery of teaching programmes in accord with the School's education strategy and implementing the External Affairs strategy. You will also contribute directly to teaching in one or more of the disciplinary areas, and to the development and implementation of innovative teaching practices across the School.

#### Main duties and accountabilities:

1. Use appropriate teaching, learning support and assessment methods, supervise student projects and the academic elements of field trips, and, where appropriate, placements.
2. Identify areas where current provision is in need of revision or improvement and contribute to the planning, design and development of objectives and material.
3. Select appropriate assessment instruments and criteria, assess the work and progress of students by reference to the criteria and provide constructive feedback to students.
4. Set, mark and assess work and examinations and provide feedback to students.
5. Ensure that module design and delivery comply with the quality standards and regulations of the university and School.

#### Liaison and Networking

Participate in and develop external networks, for example to contribute to student recruitment, secure student placements, facilitate outreach work, generate income, obtain consultancy projects, or build relationships for future activities.

#### Managing people

1. Mentor colleagues with less experience and advise on personal development
2. Co-ordinate the work of others to ensure modules are delivered to the standards required.

### Initiative, problem-solving and decision-making

1. Identify the need for developing the content or structure of modules with colleagues and make proposals on how this should be achieved.
2. Develop ideas for generating income and promoting the subject.
3. Exercise sole responsibility for the design and delivery of own modules and assessment methods.
4. Contribute to the accreditation of programmes and quality control processes.
5. Tackle issues affecting the quality of delivery within scope of own level of responsibility, referring more serious matters to others, as appropriate.

### Planning and managing resources

1. As module leader or tutor, co-ordinate with others (such as support staff or academic colleagues) to ensure student needs and expectations are met.
2. Be responsible for administrative duties in areas such as admissions, time-tabling, examinations, assessment of progress and student attendance.

This job description summarises the main duties and accountabilities of the post and is not comprehensive: the post-holder may be required to undertake other duties of similar level and responsibility. Please visit the Human Resources website to view the Lecturer (Education and Scholarship) role profiles at <http://www.exeter.ac.uk/staff/employment/academicroles/youteach/roleprofiles/>

### **Person Specification**

<b>Competency</b>	<b>Essential</b>	<b>Desirable</b>
Attainments/Qualifications	Possess a depth or breadth of specialist knowledge demonstrated by a PhD (Optional or nearing completion) in a Business related discipline, or equivalent, of the core knowledge relating to academic area in order to teach and support learning on academic area modules	Associate Fellow of the HEA
Skills and Understanding	Possess an in-depth understanding of own specialism to enable the development of new knowledge and understanding within the field. Evidence of excellent teaching identified by peer review and have made an impact at discipline programme level beyond their own teaching	
Prior Experience	Have experience of teaching, curriculum development and quality management and enhancement in an HE environment.	Experience of postgraduate teaching and supervision.
Behavioural Characteristics	Excellent written and verbal communication skills. Able to communicate complex and conceptual ideas to a range of groups. Able to identify potential sources of funding. Able to participate in and develop external networks. Be able to demonstrate independent and self-managing working styles Have knowledge of tertiary education and be able to use a	

	range of delivery techniques to enthuse and engage students	
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**Informal Enquiries**

Before submitting an application you may wish to discuss the post further by contacting Dr Bill Russell, e-mail [W.E.Russell@exeter.ac.uk](mailto:W.E.Russell@exeter.ac.uk) or telephone (01392) 726464.

**Terms & Conditions**

Our Terms and Conditions of Employment can be viewed [here](#).

**Further Information**

Please see our [website](#) for further information on working at the University of Exeter.