



THE POST

College:	Business School
Post:	Lecturer (Education and Scholarship) in Circular Economy
Reference No:	P68857
Grade:	F
Reporting To:	Head of Department

The above part time post (0.2-0.4) fixed-term contract is available from the 4th of November 2019 to 4th November 2022.

Job Description

The full job description (role profile) for Lecturer (Education and Scholarship) posts can be found on our website at <http://www.exeter.ac.uk/staff/exeteracademic/>. This 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.

Main purpose of the job:

This post is primarily to support teaching and administrative activities as a Senior Lecturer in Circular Economy in the Science, Innovation, Technology and Entrepreneurship (SITE) department. The post holder will contribute to the general operation of the Business School as a member of its academic team

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. Responsibility for supporting the development and delivery of the online MSc programme in circular economy.
3. Identify areas where current provision is in need of revision or improvement and contribute to the planning, design and development of objectives and material in modules related to circular economy.
4. Select appropriate assessment instruments and criteria, assess the work and progress of students by reference to the criteria and provide constructive feedback to students.
5. Set, mark and assess work and examinations and provide feedback to students.
6. Ensure that module design and delivery comply with the quality standards and regulations of the university and College.

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

Competency	Essential	Desirable
Attainments/Qualifications	Possess a depth or breadth of specialist knowledge demonstrated by a PhD (Optional or nearing completion) in Business/Management 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	

Informal Enquiries

Before submitting an application you may wish to discuss the post further by contacting Andrew Parker, Head of Department email a.parker3@exeter.ac.uk.

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.

THE POST

College:	Business School
Post:	Senior Lecturer (Education and Scholarship) in Circular Economy
Reference No:	P68857
Grade:	G
Reporting To:	Head of Department

The above part time post (0.2-0.4) fixed-term contract is available from 4th November 2019 to 4th November 2022.

Job Description

The full job description (role profile) for Senior Lecturer (Education and Scholarship) posts can be found on our website at <http://www.exeter.ac.uk/staff/exeteracademic/>. This 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.

Main purpose of the job:

This post is primarily to support teaching and administrative activities as a Senior Lecturer in Circular Economy in the Science, Innovation, Technology and Entrepreneurship (SITE) department. The post holder will contribute to the general operation of the Business School as a member of its academic team

Main duties and accountabilities:

Teaching and Learning Support

1. Responsibility for supporting the development and delivery of the online MSc programme in circular economy, including oversight of day-to-day operational processes (e.g. timetabling, assessment, examination systems), and programme accreditation processes.
2. Work with Director of Education and Head of Department to ensure enhancement and quality insurance of the curriculum across the College and regularly review programme content and materials, updating when required.
3. Support the College's Associate Deans of Education in the development and implementation of the College's Education Strategies and contribute to the development of academic policies across the College in line with University aims and relevant performance indicators.
4. Teach a range of material in circular economy.
5. Develop, promote and implement innovative teaching practices (with support from our Teaching Quality Assurance and Enhancement department), including technology enhanced learning in particular.
6. Oversee the monitoring of student progress and provide advice and guidance to personal tutors and students as appropriate, including oversight of the needs of students with special requirements and processes pertaining to mitigating circumstances.
7. Engage with the University Centre in working groups and committees as required.

Managing people

1. Contribute to the development of teams and individuals through the appraisal system and providing advice on personal development.
2. Act as a personal mentor to peers and colleagues.
3. Resolve problems affecting the quality of programme delivery and student progress.

Scholarship

1. Conduct individual or collaborative scholarly projects.
2. Identify sources of funding and contribute to the process of securing funds for scholarly activities.
3. Be aware and informed of developments in higher education relevant to the development of teaching and learning strategies within the College.

Communication

1. Disseminate conceptual and complex ideas to a wide variety of audiences using appropriate media and methods to promote understanding.

Liaison and Networking

1. Lead and develop internal networks for example by chairing and participating in College or University committees or working groups.
2. Act as an external examiner to other Institutions and provide professional advice as appropriate.
3. Lead and develop external networks for example with external examiners and assessors.
4. Develop links with external contacts such as other educational bodies, employers, and professional bodies to foster collaboration.

Teamwork

1. Lead teams within areas of responsibility.
2. Ensure that teams within the College work together.
3. Act to resolve conflicts within and between teams.

Pastoral care

1. Deal with referred issues relating to pastoral care of students, referring them to sources of further help if required.
2. Provide first line support for colleagues, referring them to sources of further help if required.

Initiative, problem solving and decision-making

1. Resolve problems affecting the delivery of programmes and modules in accordance with regulations.
2. Make decisions regarding the operational aspects of educational programmes.
3. Monitor student progress and retention.
4. Identify opportunities for strategic development of new programmes or appropriate areas of activity and contributing to the development of such ideas.

Planning and managing resources

1. Contribute to the overall management of the College in areas such as resource management, business and programme planning.
2. Be responsible for setting standards and monitoring progress against agreed criteria for area of responsibility.
3. Be involved in College level strategic planning and contribute to the Institution's strategic planning processes.
4. Plan and deliver consultancy or similar programmes and ensure that resources are available.

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Person Specification

Competency	Essential	Desirable
Attainments/Qualifications	Possess a depth or breadth of specialist knowledge demonstrated by a PhD in Business/Management, or equivalent, of the core knowledge relating to academic area in order to teach and support learning on academic area modules	Principle Fellow of the HEA
Skills and Understanding	Have experience of managing teams and/or functions in a busy	

	environment with conflicting priorities. Possess an in-depth understanding of own specialism to enable the development of new knowledge and understanding within the field.	
Prior Experience	Have experience of teaching, curriculum development and quality management and enhancement in an HE environment.	Have proven Leadership qualities in an HE environment.
Behavioural Characteristics	Excellent written and verbal communication skills. Able to identify potential sources of funding. Able to communicate complex and conceptual ideas to a range of groups. Be a strategic thinker 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	
Circumstances		

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