****

****

**Appointment of a Lecturer in Business Information Systems Management (1.0 full-time equivalent)**

**The Job**

The range of duties of a university lecturer is extensive and diverse. The following summary indicates the nature of this range. Almost all academic staff will be expected to contribute to both the teaching and the research activity of their subject area.

**Teaching and scholarship**

A Lecturer (AC2) is expected to possess, develop, and utilise a range of teaching methods and ways of supporting student learning. These may include: lectures, seminars, tutorials, forms of e-learning, workshops, laboratory classes and individual supervision.

The role requires the ability to: identify the learning needs of students and to define appropriate learning objectives; ensure that the teaching content, methods of delivery and learning materials are appropriate; develop own teaching materials, under guidance; select appropriate types of formative assessment; seek ways of improving teaching performance by self-reflection and the gathering and analysis of student feedback, and teach as a member of a team within the framework of an established course. An understanding of equal opportunities issues regarding academic content and teaching delivery is also expected.

**Research and scholarship**

A Lecturer is expected to: continually update their disciplinary and/or professional knowledge and understanding; develop personal (and, where appropriate, collaborative) research objectives; write up research work for publication; translate new subject knowledge into teaching content; and reflect on their own practice as a higher education teacher. Engagement in continuous professional development regarding disciplinary/professional and pedagogic expertise is required.

**Communication**

A Lecturer should be able to: deal with routine communication using a range of media; communicate complex information orally, in writing and electronically and communicate material of a specialist or highly technical nature.

**Liaison and networking**

A Lecturer is expected to: liaise effectively with colleagues and students; build internal contacts and participate in internal information exchange networks and join external networks to share ideas.

**Managing people**

A Lecturer will be able to agree and largely self-manage teaching, research, and administrative activities.

**Teamwork**

A Lecturer is expected to: collaborate with academic colleagues on course development, curriculum changes and the development of research; attend and contribute to subject group and similar meetings and collaborate with colleagues across the university to identify and respond to students’ needs.

**Pastoral Care**

A Lecturer will be expected to: act as a personal tutor; use listening, interpersonal and pastoral care skills to deal with sensitive issues concerning students, appreciate the needs of individual students and their circumstances, and to refer students as appropriate to the specialist services which can provide further help.

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

A Lecturer will be able to: develop and apply initiative, creativity, and judgement in the conduct of teaching and research; respond effectively to pedagogical and practical challenges, and contribute to decision making on, and share responsibility for, the academic content, delivery, and assessment of modules.

**Planning and managing resources**

A Lecturer will be able to plan and manage their own teaching and the use of teaching and research resources, including laboratories and workshops, as agreed with relevant senior colleagues. An awareness of risks in the work environment and their potential impact will be expected.

**Person Specification**

Appointment to the Lecturer grade will be dependent upon the role to be undertaken and the skills, knowledge, and experience of the successful applicant.

It is expected that the criteria below regarding knowledge and qualifications will be met by the successful candidate.

**Essential**

* A degree in the field of Business Information Systems Management
* Up-to-date, sound knowledge of the subject including current professional/vocational developments; business intelligence and analytics and the range of generic skills required
* Experience in teaching/communicating management subjects, in particular Business Information Systems
* A strong commitment to excellence in teaching and an innovative approach to delivering the curriculum
* Understanding of academic and award standards and the range and level of knowledge and skills, both subject-specific and generic, which the programme is intended to foster.
* A clear commitment to embrace change and make effective use of IT for teaching, learning and assessment.
* Experience in supervising undergraduate and postgraduate students

**Desirable**

* A PhD (or near completion) or equivalent level professional qualification in this field

****

* The appointment is generally made at the bottom of the range dependent upon experience and previous salary.
* The annual leave entitlement is 35 working days, pro rata for proportional (part-time staff). This is in addition to the statutory holidays applicable in England, local discretionary holidays, and days when the university is closed in the interests of efficiency.
* Hours –This post is offered as a full-time, permanent position. The nature of teaching posts is such that staff are expected to work such hours as are necessary to fulfil their duties and responsibilities. It would therefore be inappropriate to define the total hours to be worked in any week. A reasonable norm for full-time staff, however, having regard to the contractual position of other senior staff in the institution, would be thirty-seven, although this should not be regarded as a minimum or maximum. Direct teaching responsibility should not exceed eighteen hours in any week or a total of five hundred and fifty hours in the teaching year. This provision will not, however, apply in subject areas where the nature of the curriculum and teaching style make it inappropriate. In such cases, separate arrangements apply. The university has currently identified the following academic areas where teaching methods or modes of delivery make the 18 hour per week limit inappropriate at certain times of the year:
* art and design
* business/management
* health - clinically related subjects
* construction management

The 550-hour annual maximum will not, however, be exceeded except by mutually agreed overtime.

More information about the university, our [University strategy 2019–2025 (brighton.ac.uk)](https://www.brighton.ac.uk/practical-wisdom/index.aspx) and the school can also be found on our website, where you can also find information about our range of benefits and equality, diversity and inclusion.

**Job sharing**

The University of Brighton welcomes job sharers. Job sharing is a way of working where two people share one full-time job, dividing the work, responsibilities, pay, holidays, and other benefits between them proportionate to the hours each works, thereby increasing access to a wide range of jobs on a part-time basis. The advert for the post for which you are applying will indicate whether applications from job sharers can be considered (this may not be possible for a post that is already part time for example), and further information can be found on the ‘Balancing Working Life’ section here [Benefits and facilities](https://www.brighton.ac.uk/about-us/working-with-us/jobs/benefits-and-facilities.aspx).

## Professional development/teaching

Four part-time courses are run within the University for staff new to the teaching role. They are:

* The Postgraduate Certificate in Learning and Teaching in Higher Education (run by the Learning and Teaching Hub, and designed for staff in all schools and faculties);
* The Postgraduate Certificate in Health and Social Care Education (run by the School of Nursing and Midwifery, for staff within the school);
* The Postgraduate Certificate in Clinical Education (run by the School of Health Professions, for staff within the school);
* The Postgraduate Certificate in Medical Education (run by Medical Education Unit).

All new lecturers with little or no previous experience of teaching in Higher Education, who have not undertaken an equivalent course of study and training, are expected to take one of the courses listed above in their first or second year in post. The courses provide opportunities to explore a range of practical approaches to supporting students’ learning, and to reflect upon the process of developing as a teacher. By negotiation with the relevant Head of School, teaching timetables are adjusted to enable the new lecturer to participate effectively in the course. The course is accredited by the Higher Education Academy, the national professional body for teachers in Higher Education, and successful completion normally leads to professional recognition as a Fellow of the Higher Education Academy.

The successful applicant will be provided with further information about these Postgraduate Certificate courses at the time of appointment.

In addition to these courses for staff new to the teaching role, the Learning and Teaching Hub offers a wide range of courses, events, and consultancy to experienced lecturers and to course teams and academic schools across the university. Further information is available on our website.

Date: 1 November 2023