

Job Description

Lecturer in Project Management (Education, Scholarship & Professional Practice)

Salary:	Grade 7
Contract:	Full time, ongoing
School/Department:	Kent Business School
Location:	Canterbury Campus
Responsible to:	Dean of Kent Business School or nominee

Job purpose

To deliver excellent teaching and engage in aspects of scholarship and/or pedagogic research in the subject area in support of career development. The role will also involve administrative responsibilities, working collaboratively towards the School and University aims. The successful candidate will contribute to the development and delivery of modules in Kent Business School, with prior experience of teaching in Project Management, for instance Agile Project Management and Project Risk management.

The successful applicant will complement a strong team of researchers and scholars in the Department of Analytics, Operations and Systems of our Triple Crown Kent Business School. They will lead and deliver Project Management modules on our undergraduate and postgraduate programmes.

The role is offered on an Education, Scholarship and Professional Practice (ES&P) contract, appropriate for candidates who are student focussed on teaching and pedagogic research with demonstrable commitment to all aspects of teaching in higher education, including assessment, feedback and academic support. While the post is based at Canterbury, the successful candidate may be expected to take up teaching and other responsibilities at the University's other campuses, study centres and off campus for the delivery of Higher and Degree Apprenticeships.

Key accountabilities and duties

The following are the main accountabilities and duties for the job. Other duties, commensurate with the grading of the job, may also be assigned from time to time.

- Teach, convene and examine undergraduate and postgraduate modules.
- Engage in subject, professional and pedagogic research as required to inform and enhance teaching activities.
- Deliver high quality teaching in a variety of settings from small group sessions to large lectures.
- Play an active role in all aspects of programme development and management, including (but not limited to) module design and development, curriculum amendments, recruitment and admissions, marketing, student support, planning and quality assurance.
- Adopt a student-centred approach to teaching and learning, developing own teaching materials, technologies, methods and approaches to meet the learning objectives of the programme, responding appropriately to the diverse range of learning approaches and learner needs.
- Make effective use of learning technologies to support and enhance course delivery, course organisation, student progress, feedback and assessment.
- Supervise students' work, including projects, fieldwork and placements where appropriate, providing study skills guidance and support as needed.

- Expand expertise as a scholar or practitioner in your specialist field by undertaking methodologically rigorous, educationally relevant enquiries into student learning.
- Attend and participate in appropriate seminars and conferences to support research-led teaching, scholarship and/or professional practice in your disciplinary area.
- Act as personal tutor and be responsible for the pastoral care of students within a specified area, provide first line support and refer to services providing further help as appropriate.
- Undertake administrative roles in the School as required to proactively contribute to the collegial work environment.
- Participate in activities associated with student recruitment (e.g. open days), orientation and induction and other School and University initiatives such as support for student transitions, employability and student mobility as appropriate.
- Contribute fully to the School and University, participating in meetings, working groups, committees, and other activities, carrying out administration activities within a supportive and collegial work environment.
- Maintain academic standards and work in accordance with relevant University policies.
- May be required to engage in consultancy, innovation, knowledge exchange and CPD activity within own discipline, either as part of the base load or, within the University's standard procedures, for separate remuneration.
- Act as Director of Studies for programmes in their subject area, if and when required.
- Contribute to the delivery/design of executive education programmes and Higher Degree Apprenticeships.
- May be asked to undertake consultancy assignments, either as part of his/her base load (i.e. with a corresponding reduction in other duties) or, within the University's standard procedures.

Internal & external relationships

Internal: Students, academic, technical and administrative colleagues throughout the School, Head of School, and relevant staff across the wider university community, engaging in internal networks, committees and working groups.

External: Public and/or external organisations

Health, safety & wellbeing considerations

This job involves undertaking duties which include the following health, safety and wellbeing considerations:

- Regular use of Screen Display Equipment
- Repetitive limb movements
- Conflict resolution
- Ability to occasionally travel in a timely and efficient manner between campuses

Person specification

The person specification details the necessary skills, qualifications, experience or other attributes needed to conduct the job. Applications will be measured against the criteria published below.

Selection panels will be looking for clear evidence and examples in an application, or cover letter (where applicable), which back-up any assertions made in relation to each criterion.

Essential Criteria:

- First degree or equivalent in a relevant subject area or equivalent experience (A)
- Master's degree in a relevant subject area or equivalent experience (A)
- Experience of effective teaching and assessment in the subject area in a higher education setting (A,I,T)

- Sufficient breadth and depth of specialist knowledge in the Project Management subject area to teach and administer modules within established undergraduate and postgraduate programmes (e.g. Agile, Project Risk) (A,I)
- Sufficient subject knowledge to teach outside own specialisms/elsewhere on the programmes (A,I)
- Evidence of successful publication activity in publications in peer reviewed journals are about scholarship/pedagogy, successful presentations at relevant professional conferences, or equivalent evidence demonstrating candidates maintain and develop currency of knowledge (A)
- Ability to engage with business and policy stakeholders, meeting employer and stakeholder needs to the benefit of the University and School (I)
- Excellent interpersonal and presentation skills to communicate material of a specialist or highly technical nature and to be effective both orally and in writing at a level appropriate to the activity (I,T)
- Able to engage the interest and enthusiasm of students and inspire them to learn (I,T)
- Track record of, and a personal commitment to, scholarship and developing excellence in the delivery of teaching (I,T)
- Commitment to contribute fully, flexibly and cooperatively as part of the School team (I)
- Proven commitment to supporting the career development of colleagues and to other forms of collegiality appropriate to the career stage (I)
- Commitment to engage in continuous professional development activity (I)
- A firm commitment to fostering a working and learning environment that is respectful, inclusive and values diversity, including diversity of thought, and which enables staff and students from a wide range of backgrounds to thrive (I)

Desirable Criteria:

- PhD or equivalent qualification/experience in a relevant discipline (A)
- A relevant professional qualification from a relevant professional body (e.g. PMP, CAPM, PRINCE2, APM/PMQ/PFQ) (A)
- Familiarity with project management software (e.g., Microsoft Project) and SQL (A,I)
- A relevant teaching qualification such as PGCHE (*candidates without qualification will be supported to obtain one*) (A)
- Fellowship of the Higher Education Academy (A)
- Evidence of delivering technology enabled learning and teaching (I)
- Proven ability to develop and devise teaching programmes, with a variety of techniques and methods to promote and assess learning (I,T)
- Experience of module design and programme administration/management (A,I)
- Evidence of contribution to outreach, public engagement or enterprise activities (I)

Assessment stage: A - Application; I - Interview; T - Test/presentation at interview stage