



JOB DESCRIPTION

Job Title:	Lecturer (teaching focused) in Digital Innovation and Analytics
Department / Unit:	School of Business & Management
Grade:	RHUL 8
Accountable to:	Head of Department of Digital Innovation & Management
Accountable for:	N/A
Purpose of the Post	
Lecturers are expected to teach and supervise at undergraduate and postgraduate level, taking full responsibility for the design, management and delivery of their teaching. Lecturers are expected to undertake research in line with their departmental research strategy, with a growing reputation in their field of expertise. They will also participate in departmental administration as requested by the Head of Department.	
Key Tasks	
<p>The key objectives and principal accountabilities for this lecturing role are as follows:</p> <ul style="list-style-type: none"> • To design and deliver high quality teaching programmes including distance learning delivery. • To provide practical expertise in use of software and technologies to assist students gain expertise in social media marketing, distributed storage and processing of Big Data, data analysis and visualisation as well as predicative analysis using machine learning techniques. • To play a significant role in departmental and College activities including departmental administrative duties as required. • To play a role in external engagement and impact by contributing to the quality of life and/or the economy through application of subject expertise and knowledge in practice (i.e. commerce, public institutions, industry, third sector). <p><u>Main Contacts</u> Main contacts are students, other members of academic and administrative staff within the department and College and academics in the field in other institutions.</p> <p><u>Duties and Responsibilities of the Post</u></p> <p>1. Practice and Scholarship</p>	

- Develop student knowledge and skills in the use of software and technologies associated with social media, data analysis and visualisation of large datasets and predictive modelling using machine learning.
- Develop scholarship objectives and proposals for individual or collaborative scholarship, with the assistance of an appropriate mentor if required.
- Conduct individual and collaborative scholarship projects.
- Present at conferences and/or exhibit work at other appropriate events.
- To be active in learned societies as appropriate.
- Update knowledge and understanding in area of specialism and transfer this current knowledge into programmes and courses of study.
- Engage in continuous professional development.

2. Teaching, Learning and Student Support

- Deliver high quality teaching across a range of programmes/ modules to all levels of student through lectures, tutorials, and seminars. This may include distance learning theory and delivery.
- Design and deliver sound and where appropriate innovative approaches to the learning experience for students with the intention of challenging preconceptions and fostering debate. Develop the ability of students to be confident in the use of a range of software and technologies.
- Plan and deliver high quality teaching using a range of techniques to inspire and engage students.
- Identify learning needs of students and define appropriate learning objectives.
- Design and develop own teaching materials, with guidance if required.
- Supervise the work of students, including field trips / placements where appropriate.
- Undertake and complete administrative duties required in the professional delivery of teaching.
- Set, mark, and assess work and examinations; select appropriate assessment instruments and criteria; and provide constructive and comprehensive feedback to students.
- Undertake Personal Tutor duties, and/or provide first-line support for sensitive issues, referring on as appropriate to services providing further assistance.
- Adopt an approachable and accessible attitude towards students, offering office hours, informal advice etc.

3. Leadership, Enhancement, External Engagement and Impact

- Attend and contribute to departmental and College meetings.
- Assist with undergraduate and postgraduate recruitment.
- Participate in department or College working groups or Committees, as required.
- Engage in departmental activities such as attendance at open days or applicant visit days.
- Advise and provide support to less experienced colleagues.
- Build internal contacts and participate in internal networks for information, research purposes and to form relationships for future collaboration.

- To participate in external networks, particularly in the innovation and development of new software and technologies associated with business analytics.

4. Undertake additional duties, as required by the Head of Department, consistent with the status and grading of the post.

Any other duties as required by the Head of Department that are commensurate with the grade.

As the needs of the College change so the above job profile, duties and location of the role within the School of the College will be adjusted accordingly.