



Cardiff  
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University

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## JOB DESCRIPTION

<b>Job Title:</b>	<b>Lecturer in Enterprise Education (Maternity Cover)</b>
<b>Department:</b>	<b>Cardiff School of Management</b>
<b>Location:</b>	<b>Llandaff Campus</b>
<b>Grade:</b>	<b>7A/B</b>
<b>Salary:</b>	<b>£40,322 - £45,361 per annum</b>
<b>Hours:</b>	<b>37 hours per week</b>
<b>Tenure:</b>	<b>Fixed Term until 28 May 2021 or until the post holder returns whichever date is sooner.</b>

This is a key post that will contribute to the ambitions of the University's Strategic Plan 2017/18 – 2022/23

*This job description is indicative, not prescriptive, and the balance of duties will be in accordance with the contract of employment.*

### **Role Summary:**

Cardiff School of Management is one of Cardiff Metropolitan University's five schools. Based in our state of the art facility near to the heart of the capital city, we offer a wide range of programmes at undergraduate and postgraduate level. This is a key post that will contribute to the ambitions of the University's Strategic Plan 2017/18 – 2022/23.

Cardiff School of Management's Department of Business, Management and Law are seeking to appoint a Lecturer in Enterprise Education on a fixed term basis as maternity leave cover. There are strong possibilities of contract extension as this is a growing area of the business which will see the introduction of a BA(Hons) Entrepreneurship and Innovation Management Programme in 2021. The school boasts an entrepreneurship pathway on the BA(Hons) Business & Management programme and also runs an MSc Entrepreneurship and Innovation Management programme. Applications are welcome from outstanding candidates with teaching and research interests in Entrepreneurship and or Innovation education. Candidates must be able to lead on enterprise related projects, deliver inspiring teaching and demonstrate

potential to lead pedagogical thinking and developments in the field of enterprise at national or international level.

Experience of Enterprise education would be particularly welcomed, as would experience of teaching international cohorts.



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## ROLE PROFILE

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### **Principal Duties and Responsibilities:**

- Deliver inspiring teaching to students and ensuring the currency of modules taught.
- Establish an external network to offer engagement opportunities for students particularly in the small business communities.
- Contribute to research activity within the department and ensure embedding of research into teaching.
- Contribute to wider departmental activities e.g. recruitment, promotion, and student support.

### ***Teaching and learning support***

- Design teaching material and deliver either across a range of modules or within a subject area.
- Use appropriate teaching, learning support and assessment methods.
- Supervise student projects, and/or e.g. field trips and, where appropriate, placements.
- Identify areas where current provision needs enhancement.
- Contribute to the planning, design and development of objectives and material.
- Set, mark and assess work and examinations and provide feedback to students.

### ***Research and scholarship***

- Lead research and/or innovation proposals and projects with the potential to generate income, to manage project deliverables, deliver outputs and secure impact.
- Work with university stakeholders to identify sources of research funding and lead the process of securing funds.
- Manage the delivery of individual and/or collaborative research projects to time and on budget.
- Apply knowledge acquired from research and innovation as well as scholarship to learning and teaching, and appropriate external activities.
- Lead the design and production of peer-reviewed publications and/or practitioner outputs, and/or disseminate research findings using other appropriate media.

- Make presentations at local, national and international academic and/or practitioner conferences or exhibit work in other appropriate events.

### ***Communication***

- Disseminate conceptual and complex ideas to a wide variety of audience.

### ***Liaison and networking***

- Participate in and help develop internal and external networks for the benefit of Cardiff Metropolitan University in the areas of teaching and research.
- Contribute to internal networks e.g. participating in School and Institutional committees.
- Develop links with external contacts such as other educational bodies, employers, and small business networks to foster collaboration.

### ***Managing people***

- Support colleagues with less experience and share advice on personal development.
- Contribute to the development of teams and individuals.

### ***Teamwork***

- Act as a responsible team member, leading where agreed, and develop productive working relationships with other members of staff.
- Collaborate with colleagues to identify and respond to students' needs.

### ***Pastoral care***

- Could be expected to act as a module tutor.
- Be responsible for the pastoral care of students within a specified area.
- Deal with standard problems and help colleagues resolve their concerns about progress in research.

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

- Assess, interpret and evaluate outcomes of research.
- Identify the need for developing the content or structure of modules with colleagues and make proposals on how this should be achieved.
- Develop ideas promoting the subject and/or research areas.
  - e.g. Develop ideas and find ways of disseminating and applying the results of research and scholarship.
  - e.g. Responsibility for the design and delivery of own modules and assessment methods.
  - e.g. Collaborate with colleagues on the implementation of assessment procedures.
  - e.g. Advise others on strategic issues such as student recruitment and marketing.
  - e.g. Contribute to the accreditation of courses and quality control processes.

### ***Planning and managing resources***

- As module leader or tutor, co-ordinate with others (such as support staff or academic colleagues) to ensure student needs and expectations are met.
- Manage projects relating to own area of work.
- Participating in developing ideas for generating income.

***Sensory, physical and emotional demands.***

- Balance the pressures of teaching, research and administrative demands and competing deadlines.

***Work environment***

- Depending on area of work (e.g. laboratories, workshops, studios) may be expected to take responsibility for conducting risk assessments and reducing hazards.

***Expertise***

- Possess sufficient breadth or depth of specialist knowledge in the discipline to develop teaching and/or research programmes and the provision of learning support.
- Use a range of delivery techniques.

***Standard Notification***

**These guidelines are provided to assist you in the performance of your contract. The university is a dynamic organisation; therefore changes may be required from time to time. Any changes will be made in consultation with the post-holder. The Summary of Duties and Responsibilities is not intended to be an exhaustive list of tasks performed. Other associated technical tasks are likely to be performed as directed by the line manager.**

**It is accepted that individual staff will have a specialist skills and knowledge base in relation to the role they have been appointed to. In addition to this, Cardiff Metropolitan University expects that all staff will contribute to the vision and ethos of the university and conduct themselves in a professional, courteous and student/customer focused manner at all times. All staff should have particular regard for their responsibilities under Cardiff Metropolitan University's Equalities, Financial, Environmental and Sustainability, Human Resources and Health and Safety policies and procedures.**



**PERSON SPECIFICATION**

Job Title: Lecturer in Enterprise Education

School/Unit: Cardiff School of Management

\*Key

A - Application form  
I - Interview  
T - Test

FACTORS	ESSENTIAL AND DESIRABLE CRITERIA	ASSESSED BY		
		A*	I*	T*
<b>Education and Qualifications (Essential)</b>	A good honours degree.	✓		
	An earned doctoral level qualification.	✓		
	Ability to achieve Fellow Status as part of the Higher Education Academy's Professional Recognition scheme, within agreed timescales (as soon as is practicably possible and definitely within three years of commencement of employment).	✓	✓	
<b>Education and Qualifications (Desirable)</b>	Fellow Status as part of the Higher Education Academy's Professional Recognition scheme.	✓		
	Membership of a professional body.	✓		
<b>Knowledge (Essential)</b>	A good level of knowledge relevant to the subject and professional area.	✓	✓	✓
	Evidence of undertaking continuous professional development (CPD).	✓		
	A sound understanding of pedagogy.		✓	✓
	A sound understanding of research/innovation and scholarly activity.	✓	✓	
<b>Knowledge (Desirable)</b>	National/international recognition in specialist subject and professional area.	✓		
<b>Skills and Abilities Relating to Role (Essential)</b>	Ability to develop teaching and/or research programmes and the provision of learning support.		✓	
	Ability to design teaching and learning material.		✓	✓

	<p>Ability to employ appropriate assessment methods.</p> <p>Ability to support the development of research objectives, projects or proposals.</p> <p>Ability to employ appropriate methods for disseminating research findings.</p> <p>Ability to contribute to the achievement of the School Development Plan and the development of other school activities.</p> <p>Ability to undertake administrative duties in an accurate and timely fashion.</p> <p>Ability to plan workloads and projects and manage resources effectively.</p> <p>Ability to identify areas for improvement and to use initiative and problem solving skills to improve performance.</p> <p>Ability to take responsibility for a number of key areas such as module tutor, research supervision at undergraduate level.</p> <p>Ability to communicate and disseminate complex and conceptual ideas in a variety of ways – presentations at conferences, reports on findings, publications, feedback etc.</p> <p>Ability to develop productive working relationships as part of a professional team.</p>		<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		
<b>Skills and Abilities Relating to Role (Desirable)</b>	Ability to work collaboratively on research projects through the development of appropriate partnerships.		✓		
<b>Experience Paid/Unpaid (Essential)</b>	Experience of teaching/research or equivalent.	✓	✓		

<b>Experience Paid/Unpaid (Desirable)</b>	Experience of working with others in a supervisory/guiding/supporting/mentoring capacity.		✓	
	Experience of attracting or generating funds/income through a variety of sources.	✓	✓	
<b>Other Requirements (Essential)</b>	Ability to risk assess and implement policy/strategy in relation to Equality and Diversity, Health and Safety, Quality Standards.		✓	
<b>Other Requirements (Desirable)</b>	Ability to speak Welsh.	✓		