

Senior Lecturer/Programme Manager (Project Management)

Role Profile

Salary:	Band 5
Working Hours:	Full Time – 35 hours per week for nominal purposes (32 hours for nominal over four days during 4-day week pilot)
Contract:	Permanent
Reporting to:	Principal Lecturer

Direct reports: Lecturers and Associate Lecturers of the MSc Project Management programme.

Overall purpose/accountabilities: Undertake effective functional and operational management of the University of Sunderland in London (UoSIL) MSc Project Management programme.

Deliver, develop and promote both face-to-face and online teaching, related research and external engagement activities. Deliver consistently in conjunction with Faculty stakeholders and Institutional policies.

Always deliver and champion excellent customer service to all stakeholders.

Job Description

Effectively manage the academic activities of the programme team and develop within it a culture of excellence and innovation in teaching and learning, with the integration of research and external engagement activity.

Undertake a central role and contribute fully to the work of the University of Sunderland in London academic management team. This includes supporting the effective deployment of team resources in an efficient manner.

Undertake effective management of the academic area to ensure student needs are met concerning the resolution of problems affecting the delivery of programmes by associated regulations, procedures and good practice.

Responsible for the effective delivery of both face-to-face and online learning, teaching and assessment, including module and programme material on the VLE. This includes curriculum enhancement and face-to-face and online teaching and learning organisation.

Effectively line manages all staff and resources, ensuring all policies and procedures concerning staff recruitment, selection, induction, appraisal, staff development, recognition, performance management, academic workloading and health and safety are adhered to and consistently applied.

Contribute to the enhancement of quality in teaching, the development of academic programmes and teaching and learning practices in conjunction with institutional policy.

Provide first-line advice and act as a conduit for communication. Developing productive working relationships and links across the institution to aid the development of the overall programme team.

Participate in subject and programme reviews as required.

Act as a representative of the University of Sunderland in London, contributing to the development and promotion of the campus externally through attendance at events etc.

Commitment to promoting and incorporating our corporate values throughout all streams of service delivery.

To promote and encourage the practice of the University's equality and diversity principles in contact with all staff, students and partners.

Identify and participate in continuous professional development as appropriate.

Any other duties commensurate with the nature of the job, as determined by an appropriate manager.

Other factors:

This role may require some national/international travel to attend events in support of academic and professional development or recruitment activities.

Generic to all Senior Lecturers/ Programme Managers (Building on the demands of Lecturer):

All Senior Lecturers/Programme Managers will carry out a range of duties. Whilst it is not anticipated that all activities listed below will be covered by one individual, it is expected that individuals will make a balanced contribution to all areas of academic activity.

Teaching and Research.

Design, plan, establish objectives, review and innovate in activities and materials that support student learning and delivery within a subject area.

Identify where the provision requires revision or improvement. Developing proposals in conjunction with colleagues to provide options for achievement. Contributing effectively to the accreditation of courses and quality assurance and enhancement processes.

Provide expert advice through subject knowledge, understanding and know-how to students, researchers and other colleagues.

Supervise staff workloading and resource management

Develop and implement personal and collaborative research plans. Disseminating the associated outcomes through publication and presentation as well as applying acquired knowledge into teaching and reach-out activities.

Supervise the planning and organisation of student field trips and visits to programme requirements. Participating as appropriate.

Student Support.

Undertake academic induction of new and returning students, working closely with colleagues across the institution to aid the continual review and improvement of associated processes.

Manage the implementation of a Personal Academic Tutor system and support the academic team in their role as a key point of contact for students, providing academic and pastoral support, guidance and signposting to appropriate student support services, as required.

Attend the Staff Student Liaison Committee and Boards of Study as appropriate and organise any additional meetings with the student representatives to discuss all aspects of running the programme(s) as required.

Management.

Provide academic leadership to those working within the subject area. Including the coordination of team members to ensure programmes are delivered effectively. Chairing groups and committees at a programme level, as required.

Hold regular and productive team meetings to ensure 360-degree communication and encourage cross-team working.

Engage in timely consultation with all team members regarding their workloads. Monitoring these workloads to ensure the maintenance of equitable treatment across all team members.

Undertake all administrative duties associated with the Senior Lecturer/Programme Manager role. Including the production and maintenance of programme handbooks and related information.

External Engagement.

Participate in and develop external networks to build relationships and develop opportunities for future activities. For example, to identify sources of funding, contribute to student recruitment, secure student placements, market the institution, facilitate reach out, generate income and obtain consultancy projects.

Support the work of the Career, Employability and Enterprise function(s) about the organisation of Guest Speaker seminars, visits to businesses and other organisations, and the arrangement of student placements and internships.

Engage in external discipline related responsibilities such as peer review, refereeing etc.

Employability.

Act as a role model in working closely with the Careers, Employability and Enterprise functions and Library team, to bring added value to the student experience.

Professional Development.

Actively participate in the academic, research and external engagement activities of the subject area and wider academic team.

Person Specification

Essential	Qualifications Degree or equivalent professional qualification in Business or Project Management.
	Experience
	Significant experience in online and face-to-face teaching within the Higher Education Sector. Proven experience of working and teaching in a multi-national and multi-cultural environment. Experience in academic workloading and allocation and resource management Demonstrable experience in leading a team and undertaking an active and effective role as a line manager. Demonstrable experience in using apps/platforms alongside practical or classroom-based learning. Subject-specific experience in one or more of the following areas:
	<ul style="list-style-type: none">• Project Management• Engineering Management• Business Management
	Skills & Attributes Proven ability to manage complex projects and processes concurrently in a timely fashion. Proven track record of effective leadership and resource management skills (staff, budgets etc.) Proven detailed knowledge of University Regulations applicable to Undergraduate and Postgraduate programmes. Demonstrable familiarity with professional, statutory or regulatory body issues in the context of University Regulations.

	<p>Proven knowledge and understanding of University policies and procedures regarding Learning and Teaching, Personal Tutoring and Peer Observation.</p> <p>Knowledge of technology which can be used alongside face-to-face teaching as part of blended delivery.</p>
Desirable	<p>Qualifications</p> <p>PhD/Doctorate.</p> <p>Higher Education Teaching qualification (e.g. PG Cert).</p> <p>Advance HE Senior Fellowship status.</p> <p>Membership of a relevant professional body.</p>
	<p>Experience</p> <p>Previous experience of acting as a member of a programme approval panel and/or subject review panel.</p> <p>Previous experience of working within a University Committee structure.</p>
	<p>Skills and Attributes</p>
	<p>A track record of establishing links with industry or professional practice.</p> <p>Proven collaborative working with external partners in research and practice development. Preferably resulting in the development of a research and publication profile.</p>

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