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Position Title	Senior Lecturer – Business	Job Grade	TS6
Department	Academic	Reports to	Dean of Academic Affairs
Office Location	Barwa Commercial Avenue, Building 39	Visa Status	Sponsored/Family
		Hours of Work	40 hours a week Sunday – Thursday

Job Purpose

City University College (CUC) in partnership with Ulster University has a vision *‘to be a world class institution of higher education that supports the Qatar National Vision 2030 and nurtures creativity, entrepreneurship & research for the holistic development of our students’*.

CUC has a set of 6 core values, which all employees are expected to demonstrate and promote:

Everyone recognises that they are all *individually accountable* but *collectively responsible* for the success of CUC and its students. As such:

1. We always place learning and the learner first
2. We recognise, deliver and reward excellence
3. We encourage and value creativity and innovation
4. We respect and support each other
5. We challenge, inspire and motivate
6. We always deliver the very best we can

As Senior Lecturer - Business, you will:

- Ensure the effective and efficient delivery of teaching programmes by providing high quality teaching and access to learning
- Contribute to course design, development and quality review
- Share best practice and ideas for improvement in identified areas

In addition, you may be required to undertake the role of Course Director for a programme of study at either undergraduate or postgraduate level.

Key Relationships

- Internal: CUC Academic and support staff; Artan group employees in general
- External: Ulster University UK; students; parents; guardians; families, etc.

Duties and Responsibilities

In the role of Senior Lecturer – Business, you will:

- Undertake teaching activities in the curriculum area, ensuring high quality of provision, in response to learners’ needs and in line with professional teaching standards
- Teach Business & Management and related programmes, but may be required to teach on any other programmes offered by the University for which the post holder is appropriately qualified

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- Work collaboratively and innovatively with managers and colleagues to design, develop, manage and review programmes in the curriculum area
- Develop course materials, schemes of work, group profiles etc. as required and make these available prior to course starting dates and are made available through CUC's shared information systems
- Deliver academic tutorials to provide students with feedback on progress and formative guidance on how to improve performance to assure success
- Maintain records of work and student attendance, progress and assessment in accordance with approved procedures
- Undertake assessment and internal verification activities in accordance with the requirements of the relevant qualifications awarding bodies and CUC's internal quality assurance procedures
- Undertake professional development including research activities as directed by the Dean of Academic Affairs
- Keep up to date with research in own field and participate in university/college research programmes
- Ensure all Health and Safety procedures are followed and assist in the maintenance of high standards of Health and Safety throughout the University
- Contribute fully to the co-ordination, development, promotion and delivery of the range of courses offered by CUC as required and will promote, manage and develop appropriate short courses as led by market forces or local/national needs
- Participate in the promotion of courses including marketing events, dealing with course enquiries and recruitment to courses, etc
- Assist in finding and monitoring work experience placements and in liaising with employers and the University to provide quality links, as required
- Assist in ensuring that expected standards of students' behaviour are adhered to
- Participate in/arrange approved student visits, trips etc as and when required in accordance with CUC procedures
- Attend staff meetings, meetings with moderators/verifiers, parents' evenings, industry updating/staff development and training events etc. as required by the Dean of Academic Affairs
- Ensure Information Learning Technology (ILT) is a driving force to create an efficient and effective working and learning environment
- Regularly evaluate course inputs through course teams, staff development and student feedback
- In accordance with CUC's quality procedures, implement and monitor the self-assessment process and ensure continuous quality improvement of standards of performance in teaching and learning
- Participate in CUC's Appraisal and Review process
- Work in accordance with the CUC's Equality and Diversity Policy at all times
- Undertake other duties as may be determined from time to time within the general scope of the post

In the role as Course Director of a programme of Study

- Carry out the role and responsibilities of Course Director in accordance with the guidance provided by Ulster University (appendix 37 of the Partnership Handbook).

Skills

- Demonstrable ability to prepare and oversee implementation of programme development plans and assess colleagues' work.
- The ability to communicate with senior education professionals.
- The ability to build and maintain effective teacher/learner relationship with students.
- A highly developed understanding of the demands of maintaining good cross-cultural, interpersonal and relationships.

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- High-level communication and presentation skills.
- An effective team player.

Qualifications

Essential:

- A master's degree level or above in a Business & Management related discipline from a recognised university.
- Native speaker of English or, if not, have current IELTS 7.5 Academic Certification.

Desirable:

- A Doctorate or PhD qualification.

Experience

Essential:

- Commercial or Business experience in addition to their teaching experience.
- Proven experience of teaching UK RQF Levels 4 – 7 in a higher education institution.
- Prior work experience in the GCC or in a UK-style HE college environment or university.
- Experience of teaching at HE level, at least one of the following subject areas:
 - Accountancy, Finance , Economics & Business Mathematics
 - Operations Management, Quantitative techniques, Supply Chain Management
 - Marketing (Digital)& Business strategy
 - Business Information Systems & Data Analytics
- Experience of managing and supervising student projects, including dissertations.
- Experience of successful performance in posts of increasing responsibility involving supervision of teaching staff and /or curriculum management for a minimum of four years.

Desirable:

- Prior working knowledge of BTEC programs offered by Pearson.