



Cardiff
Metropolitan
University

Prifysgol
Metropolitan
Caerdydd

JOB DESCRIPTION

Job Title:	Associate Tutor HRM
School:	Cardiff School of Management
Location:	Llandaff Campus
Salary:	£47.08 per session, plus 18% annual leave payment

Role Description

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 (Strategy 2030).

The role holder will have teaching expertise in undergraduate and foundation management modules.

Please note that the session fee is inclusive of both teaching and associated duties, i.e. the hour of delivery plus one hour for the duties associated with that hour of delivery including preparation and assessment.

Main areas of responsibility

1. To obtain and be familiar with relevant course documents which give information related to the aims and operation of the course, including the syllabus, methods of assessment, preferred teaching methods, information needed by students, course dates and times, etc.
2. To liaise with members of the programme team, as appropriate, in order to understand requirements, coordinate plans and administrative actions and to discuss changes.
3. To prepare effective course material which will fulfil the aims of the course, including enhancement of the learning experience through a student-centred approach.
4. To attend and deliver sessions as agreed, lecturing, leading discussions and otherwise providing guidance and advice and promoting learning, as required.
5. To prepare and mark, as required, any related written work, studio work, class work and examination papers, within the appropriate assessment procedures.
6. To provide constructive and timely feedback to students on their progress.
7. To keep such records of assessment and attendance as the University requires.
8. To observe class opening and closing times strictly.
9. To ensure that the Programme Director/Leader and the class are informed of their

absence, where this is unavoidable, as far in advance as possible.

10. To provide, where appropriate, a course/work plan, set of objectives and reading lists to students.
11. To attend meetings, induction and development sessions as required.

Standard Notification

These guidelines are provided to assist you in the performance of your role. 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 tasks are likely to be performed as directed by the line manager.

The University is committed to the highest ethical and professional standards of conduct. Therefore, all employees are expected to have due regard for the impact of their personal behaviour and conduct on the University, students, colleagues, business stakeholders and our community. Each employee must demonstrate adherence to our Code of Professional Conduct. In addition, all employees should have particular regard for their responsibilities under Cardiff Metropolitan University's Equalities, Financial, Environmental and Sustainability, People Services and Health and Safety policies and procedures.



PERSON SPECIFICATION

Job Title: Associate Tutor in HRM

School/Unit: Cardiff School of Management

***Key**

- A - Application form
- I - Interview
- P - Presentation

FACTORS	ESSENTIAL AND DESIRABLE CRITERIA	ASSESSED BY		
		A*	I*	P*
Education and Qualifications (Essential)	A good honours degree.	✓		
	A Masters or equivalent qualification in Business or Management or a related discipline.	✓		
	Ability to achieve Fellow Status as part of the Higher Education Academy's Professional Recognition scheme, within a three-year period.	✓		
Education and Qualifications (Desirable)	Doctoral level qualification.	✓		
	Fellow Status as part of the Higher Education Academy's Professional Recognition scheme.	✓		
	Membership of a professional body.	✓		
Knowledge (Essential)	A good level of knowledge relevant to the subject and professional area.	✓	✓	
	Evidence of undertaking continuous professional development (CPD).	✓	✓	
	A sound understanding of pedagogy.		✓	
Skills and Abilities Relating to Role (Essential)	Ability to design teaching and learning material.	✓	✓	
	Ability to employ appropriate assessment methods.	✓	✓	
	Ability to undertake administrative duties in an accurate and timely fashion.		✓	
	Ability to plan workloads.	✓		
	Ability to identify areas for improvement and to use initiative and problem solving skills to improve performance.		✓	

Personal Skills and Attributes (Essential)	Ability to communicate and disseminate complex and conceptual ideas in a variety of ways – presentations, reports, learning materials.	✓		
	Ability to develop productive working relationships as part of a professional team.	✓	✓	
	Experience of teaching	✓	✓	
Experience Paid/Unpaid (Desirable)	Experience of teaching in Higher Education.	✓		
Other Requirements (Essential)	Ability to demonstrate a commitment to Equality and Diversity, Health and Safety, Quality Standards.		✓	
Other Requirement (Desirable)				
Welsh Language Skills	C1 - Fluent user Can communicate fluently in Welsh.	✓		
Listening Desirable				
Welsh Language Skills	C1 - Fluent user Can communicate fluently in Welsh.	✓		
Reading Desirable				
Welsh Language Skills	C1 - Fluent user Can communicate fluently in Welsh.	✓		
Speaking Desirable				
Welsh Language Skills	C1 - Fluent user Can communicate fluently in Welsh.	✓		
Writing Desirable				