



Cardiff
Metropolitan
University

Prifysgol
Metropolitan
Caerdydd

JOB DESCRIPTION

Job Title:	Lecturer in Project Management
School:	Cardiff School of Management, Department of Marketing and Strategy
Location:	Llandaff Campus
Grade:	7 A/B
Salary:	£46,049 - £51,753 per annum
Hours:	37 hours per week
Tenure:	Permanent

Role Summary:

This is a key post that will contribute to the ambitions of the University's new Strategic Plan (Strategy 2030).

The Marketing and Strategy Department in the Cardiff School of Management is seeking to appoint a motivated and enthusiastic academic at the Lecturer level specialising in Project Management. The department's portfolio currently includes undergraduate and postgraduate degree programmes, including Levels 4-7. Included in the portfolio for Marketing and Strategy is the MBA programme, MSc in Project Management and MSc in International Business Management.

The post-holder will contribute to the teaching of a range of Project Management and MBA related modules at various levels and undertake supervisions. There are potential new areas of interest and new curriculum developments including, modelling simulation and optimisation (MSO); a degree apprenticeship in project management; and digital/data analytics. We are interested in academics who can contribute to these areas and also the teaching of existing Project Management modules, some of which are large and complex. The learning and teaching environment includes lectures, leading seminars and assessment marking, as well as undertaking appropriate academic management support. In addition, the post-holder will work with the strategy field group to achieve standards of professional accreditation and to develop research interests.

Through professional networks, the post-holder will promote the continuous development of the courses, reflecting critically on the broader context of practice and educational provision internationally.



ROLE PROFILE

Principal Duties and Responsibilities:

Teaching and learning support

- Supervise postgraduate research students
- 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 is in need of revision or improvement.
- 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

- Routinely communicate complex and conceptual ideas.

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.

Managing people

- Mentor colleagues with less experience and advise on personal development.
- Depending on the area of work, could be expected to supervise the work of others.

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 and administrative demands and competing deadlines.

Work environment

- Within the context of Cardiff Metropolitan University's H&S policy, depending on area of work and level of training received, may be expected to conduct risk assessment and take responsibility for the health and safety of others.

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 and 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.

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

Post: Lecturer in Project Management

Unit/School: Cardiff School of Management

***Key**

A - Application form

I - Interview

T -Test

FACTORS	ESSENTIAL AND DESIRABLE CRITERIA	ASSESSED BY		
		A*	I*	T*
Education and Qualifications (Essential)	A good honours degree.	X		
	An earned doctoral level qualification.	X		
	Ability to achieve Fellow Status as part of the Higher Education Academy's Professional Recognition scheme, within three years.		X	
Education and Qualifications (Desirable)	Fellow Status as part of the Higher Education Academy's Professional Recognition scheme.	X		
	Membership of a professional body.	X		
Knowledge (Essential)	A good level of knowledge relevant to the subject and professional area.	X	X	X
	A sound understanding of pedagogy.	X	X	X
	A sound understanding of research/innovation and scholarly activity.	X	X	
Knowledge (Desirable)				

Skills and Abilities Relating to Role (Essential)	Ability to develop teaching and /or research programmes and the provision of learning support.	X	X	
	Ability to design teaching and learning material.	X	X	
	Ability to employ appropriate assessment methods.		X	
	Ability to support the development of research objectives, projects or proposals.		X	
	Ability to undertake administrative duties in an accurate and timely fashion.		X	
	Ability to identify areas for improvement and to use initiative and problem-solving skills to improve performance.		X	
	Ability to communicate and disseminate complex and conceptual ideas in a variety of ways – presentations, reports, learning materials, results of scholarly activity, feedback etc. to a wide variety of audiences.	X	X	
	Ability to take responsibility for a number of key areas such as module leader, year tutor/personal tutor, research supervision.	X	X	
	Ability to develop productive working relationships as part of a professional team.		X	
	Ability to plan workloads and projects and manage resources effectively.		X	
Ability to work collaboratively on research and innovation projects through the development of appropriate partnerships.		X		
Skills and Abilities Relating to Role (Desirable)				
Experience Paid/Unpaid (Essential)	Experience of teaching/research or equivalent.	X	X	
	Experience of attracting funds/income through a variety of source to support learning and teaching and research and enterprise initiatives.	X	X	
	Experience of working with others in a guiding/ supporting/ mentoring capacity.	X	X	

Experience Paid /Unpaid (Desirable)	Experience of working in multi-disciplinary teams.	X		
	Experience of working in an internationalised classroom context.	X		
Other Requirements (Essential)				
Other Requirements (Desirable)				
Welsh Language Skills Listening Desirable	Listening A1 - Beginner	X		
Welsh Language Skills Reading Desirable	Reading A1 - Beginner	X		
Welsh Language Skills Speaking Desirable	Speaking A1 - Beginner	X		
Welsh Language Skills Writing Desirable	Writing A1 - Beginner	X		