



## JOB DESCRIPTION

<b>Job Title</b>	<b>Lecturer/ Senior Lecturer in Business/ Management Disciplines</b>
<b>Reporting to</b>	Programme Coordinator
<b>Grade</b>	Operational Excellence
<b>Unit</b>	Campus (Academic)
<b>Location</b>	Oxford, London, Slough & Nottingham

### About Oxford Business College

Since 1985, Oxford Business College (OBC) has spearheaded transformative education, carving a unique path for overlooked individuals, especially mature students facing barriers in traditional education. Operating seven days a week for our students, OBC's pioneering approach adapts to the diverse lifestyles & commitments of non-traditional learners. Across campuses in West London, Oxford, & Nottingham, OBC's ultra-flexible scheduling ensures inclusivity, reinforced by a robust digital infrastructure. Actively fostering a sense of belonging for students from all backgrounds, we provide comprehensive support services. Emphasising practical skills for employability through industry placements, OBC stands as a dynamic catalyst for change, reshaping higher education with an unwavering commitment to accessibility, flexibility, & inclusivity. With over 7500 students & 300 colleagues, join OBC in shaping the future of education & unlocking opportunities for a diverse range of students.

### The role

The role involves strategic responsibilities in the field of education, requiring the teaching of multiple sessions weekly, including lectures, seminars, & tutorials. The lecturer must maintain accurate attendance records, utilize digital platforms like VLEs & MS Teams, & ensure active student engagement. Developing effective teaching methods & materials, the role also encompasses the timely assessment of student submissions & identification of potential academic misconduct cases. The lecturers contribute to programme evaluations, engages in continuous improvement initiatives, & actively participates in quality assurance & academic governance frameworks. Additionally, responsibilities extend to mentoring colleagues, managing projects, coordinating external activities, & proposing content & structural developments for modules. The lecturer is also involved in scholarship activities, continually updating knowledge & disseminating outcomes. As a module leader, collaboration with support staff is crucial to meet student needs, & reporting to relevant boards is a regular task. The role is comprehensive, requiring adaptability, collaboration, & a commitment to enhancing the overall learning experience, as well as fulfilling any other duties required by the programme leader, dean of campus and/ or chief academic officer.

The ideal candidate will have demonstrable expertise in one or more of the following business and management areas: business & climate change, entrepreneurship, sustainability and Corporate Social Responsibility (CSR), event/ tourism management, leadership and organisational behaviour, data analytics and business intelligence, digital transformation, global business and international management, Human Resource Management (HRM), strategic management, project management, marketing, behavioural economics, financial management & FinTech.

The ideal candidate should be available during busy periods & weekends as needed, particularly during intake times. Please note that annual leave is generally not permitted during these periods. Some restrictions on annual leave also exist during other peak times, e.g., January/February, April/May, & September/October.

## Strategic Responsibilities

- Equip learners with the skills, knowledge & attributes required by employers while maintaining a balance between practical relevance & academic rigour. Involve in research informed teaching.
- Maintain attendance registers for teaching sessions & work with the attendance team to ensure the accuracy of the information being entered for students on digital registers.
- Deliver/facilitate teaching sessions in line with the approved programme & module specifications.
- Work in line with digital provisions including VLEs & MS Teams.
- Ensure that students are engaging & provide them with formative feedback as appropriate.
- Develop effective teaching pedagogies & materials for modules.
- Mark summative assessments according to the approved assessment brief & provide timely & constructive feedback to students within the deadlines provided by the programme coordinator/ leader.
- Identify cases of possible academic misconduct & escalate these according to the relevant procedure of assessment boards.
- Ensure any issues of student engagement or performance are addressed, signposting students to specialist College services as necessary.
- Field any pastoral requirements students may have, signposting them to relevant specialist College services as necessary.
- Monitor the progress of individual students' Learning Support Plans, liaising with specialist services as necessary.
- Participate in standardisation and other quality assurance meetings.
- Provide a module evaluation report at the end of each module.
- Contribute to programme evaluations as required.
- Engage with programme committee & other meetings, contributing towards continuous improvement of the students' learning experiences & the identification of good practice which other programmes & Schools might usefully draw on.
- Engage with other parts of the College's quality assurance & academic governance frameworks, as opportunities arise.
- Reflect on the outcomes of student module feedback questionnaires, identifying areas for improvement as well as good practice which colleagues might usefully draw on.
- Contribute to the accreditation of programmes & quality control processes. Participate in college activities as required through membership of committees, working groups etc.
- Engage in scholarship as required to support teaching activities & continually update knowledge.
- Extend, transform & apply knowledge applied from scholarship to teaching & appropriate external activities including knowledge generation, knowledge exchange & knowledge transfer activities.
- Develop ideas & find ways of disseminating & applying the result of scholarship.
- As module leader, co-ordinate with others (such as support staff or academic colleagues) to ensure student needs & expectations are met.
- Manage projects relating to own area of work & the organisation of external activities.
- Mentor colleagues with less experience & advise on personal development.
- Co-ordinate the work of others to ensure modules are delivered to the standards required.
- Identify the need for developing the content or structure of modules with colleagues & make proposals on how this should be achieved.
- Exercise responsibility for the design & delivery of own modules & assessment methods considering established or agreed practice where necessary.
- Contribute to the attainment and direction of the college strategic plans, their development and execution.
- Collaborate with colleagues on the implementation of assessment procedures.
- Attend relevant committee(s) & report regularly to the relevant board.
- Undertake any other duties reasonably required by the programme leader, dean of campus and/ or chief academic officer.

## PERSON SPECIFICATIONS

### TRAINING & EDUCATIONS

#### Essential

- Master's degree in a relevant field.

#### Desirable

- PhD/ ProfDoc (or near completion) in a relevant field.
- Demonstrated membership & engagement with a relevant professional body (e.g. CMI, CABS etc).
- Qualified Teacher Status (QTS), fellowship of HEA or an equivalent teaching qualification (PgCert etc).

### EXPERIENCE

#### Essential

- Expertise in one or more of the following business and management areas: business & climate change, entrepreneurship, sustainability and Corporate Social Responsibility (CSR), event/ tourism management, leadership and organisational behaviour, data analytics and business intelligence, digital transformation, global business and international management, Human Resource Management (HRM), strategic management, project management, marketing, behavioural economics, financial management & FinTech.
- Understanding of the Higher Education landscape in the UK, including comprehensive knowledge of relevant policies, regulations & compliance standards.
- Awareness of achieving high B3 statistics & NSS results for an HEI.

#### Desirable

- Hands-on experience of emerging technical & digital innovation (e.g. AI).
- Experience teaching at higher education level, ideally with experience in a non-traditional/ mature student environment in a private education sector.

### SKILLS & KNOWLEDGE

#### Essential

- Strong organisational & crisis management skills.
- Strong problem-solving & analytical skills to identify & resolve complex issues related to academic programmes, teaching & learning, & student development.
- Strong verbal & written communication skills, including the ability to present complex information clearly & effectively.
- Comprehensive understanding of external regulatory bodies such as the Office for Students (OfS), OIA, HESA (Jisc), etc.

### BEHAVOURAL SKILLS

#### Essential

- Commitment to a student-centred approach to education, emphasising holistic student development & personalised learning support.
- Robust leadership attributes for effectively involving students, particularly those categorised as non-traditional, showcasing the capacity to inspire & motivate them. Ability to flexibly adjust to evolving circumstances & shifting priorities within a dynamic & fast-paced academic setting.
- High ethical standards & a commitment to maintaining the integrity of academic records & processes.
- Resilience & adaptability to manage the demands of a busy & challenging role.
- An academic role model for college's core values, which underpin our vision, mission & strategy.