|  |
| --- |
| **Addendum** This document provides additional information relating to both specific aspects of the post/faculty and any post specific person specification criteria. The information contained within this document should always be read in conjunction with the accompanying generic Role Profile.  |
| **Job Title:** | Lecturer/Senior Lecturer in Employability |
| **Background Information/Relationships** Employability is a key pillar of our University Education Strategy and has been embedded throughout our degree programmes. To deliver our newly redesigned curriculum which promotes personal and professional development opportunities for our students at all levels, we seek to appoint a Lecturer/Senior Lecturer in Employability.Surrey Business School is a growing business school with over 120 academic staff members, and a highly cohesive and collegial atmosphere. We are growing strongly, both in terms of our size, and in terms of the quality and impact of our work. We are accredited by AACSB (the Association to Advance Collegiate Schools of Business) and by AMBA (the Association of MBAs). Our particular strengths are in employability, digital innovation and technological transformation, leadership and organizational psychology, social innovation and sustainability and corporate governance. We are organised around Departments and Research Centres that collaborate closely with one another. The post holder will be a member of the Centre for Management Education. They will collaborate closely with colleagues from across Departments and Centres within Surrey Business School, the Faculty of Arts and Social Sciences, the University at large, and the Employability & Careers Service in particular. |
| **Person Specification** This section describes the sum total of knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role. This is in addition to the criteria contained within the accompanying generic Role Profile. |
|  | **Essential/Desirable** |
| Education to degree level or equivalent  | E |
| Evidence of curriculum and course design and assessment setting | D |
| Track record of excellent teaching | D |
| Experience of working with young adults from a diverse range of backgrounds  | E |
| Evidence of developing young adults towards reaching their full potential  | E |
| Evidence of contribution to administration | D |
| Experience of a commercial environment  | E |
| A Teaching Qualification e.g. Postgraduate certificate in Learning and Teaching in HE or equivalent or the completion of the PG Cert Business & Management Education Teacher Training offered by Surrey Business School within the first year of employment. | E |
| **Key Responsibilities**This document is not designed to be a list of all tasks undertaken but an outline record of any faculty/post specific responsibilities (5 to 8 maximum). This should be read in conjunction with those contained within the accompanying generic Role Profile. |
| **Employability Support*** Advise students across all levels on their personal and professional development, including helping them identify professional training options and helping them to access employability support offerings available elsewhere in the University.
* Establish, in a systematic fashion, students’ professional development needs, and develop and implement approaches in order to meet these needs.
* Cooperate closely with Programme Leaders to ensure that skills development opportunities are integrated into academic curricula.
* Provide regular reports on student employability and career development to the School’s leadership team, and to other stakeholder organisations (e.g. accreditation bodies).
* Ensure consistent practice in managing professional training in line with the rest of the University, the University regulations and the Code of Practice for Professional Training, deputising for the School Director of Employability where required.
* Work closely with the relevant School Director of Employability, the Head of Employability and Careers and the University Placements Administration team.
* Establish close links with national and international companies and other stakeholder organisations, in order to ascertain employer needs and expectations.

**Teaching** * Teach credit-bearing and non-credit bearing courses in the area of professional development and employability which meet students’ needs and expectations.
* Advise and support students on placement and evaluate their placement assignments.
* Advise and support academic colleagues in their role as Placement Tutors.
* Contribute to teaching at undergraduate and/or postgraduate levels in employability.
* Ensure the preparation and delivery of effective professional training preparation and employability modules.
* Help develop and deploy digital methods for providing professional development and employability support.
* Work closely with the School Director of Employability to deliver the required learning and administration of the Professional Training module.
* Manage the assessment process in line with the assessment framework for Professional Training set out in the Code of Practice for Professional Training and other institution-wide codes specified by the Directorate of Employability and Careers and the Directorate of Quality Enhancement and Standards (QES).

**N.B. The above list is not exhaustive**. |