

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Lecturer in Cosmetic Science	Accountable to: Programme Director - Science	
Contract Length: Permanent	Hours per week/FTE: 37/1.0	Weeks per year: 52
Salary: £37,265 - £44,708 pa	Grade: 5	
College/Service: London College of Fashion/School of Management and Science	Location: 20 John Princes Street, London, W1G 0BJ	

Purpose of Role:

To undertake teaching, unit management, student tutoring, curriculum development and research in Cosmetic Science.

Duties and Responsibilities:

- To undertake a teaching programme, providing both academic and pastoral support to students, monitoring progress and attendance and maintaining appropriate records.
- To contribute to lesson planning, teaching, assessing, course review and curriculum development.
- To support and extend the School's existing links with those in professional practice and related industries as appropriate to the development, maintenance and delivery of teaching programmes.
- To contribute to research, scholarly activity and/or professional practice both individually and through appropriate subject related groups.
- To maintain a professional level of subject expertise by being aware of relevant industrial and technological developments in the field.
- To attend course related meetings and examination boards as required.
- To provide support for the Programme Director / Course Leader in the management of the programme of teaching and assessment in Cosmetic Science.
- To support the process of reviewing Cosmetic Science - related units and contributing to the identification and validation of new units.
- To fully utilise University and other information and communication technologies in order to facilitate and enhance students' learning experiences and organisational effectiveness.
- To take responsibility as year and unit tutor for student groups as required.
- To undertake general course management responsibilities including assessment, admissions and placements.
- To liaise with Programme Director / Course Leader, Hourly Paid Lecturers and Technicians to ensure quality and consistency of delivery across all courses.
- To support the Course Leader in the planning and development of the curriculum and teaching programme for Cosmetic Science.
- To undertake planned internal verification of assessments, providing feedback and guidance on best practice to tutors.
- To secure productive contacts and links with external organisations, employers and agencies that will benefit

students on and provide further opportunities for income generation and sponsorship.

- To engage in regular monitoring and review of the quality of the teaching and learning provision in accordance with the procedures of the University.
- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University.
- To undertake health and safety duties and responsibilities appropriate to the role.
- To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work.
- To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities.
- To make full use of all information and communication technologies, in adherence to data protection policies, to meet the requirements of the role and to promote organisational effectiveness.
- To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations.
- To personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022)

Key Working Relationships: Managers and other staff, and external partners, suppliers etc; with whom regular contact is required.

- Course Leader MSc Cosmetic Science and Programme Director Science
- Academic staff within Science Programme and the Fashion Business School
- Technical staff
- Administrative staff
- Industrial contacts

Specific Management Responsibilities

Budgets: n/a

Staff: n/a

Other: Accommodation; equipment as appropriate

Signed Gabriela Daniels Date of last review 11/07/2018
(Recruiting Manager)

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Grade: 5

Person Specification

Specialist Knowledge/ Qualifications	Relevant qualification. BSc Cosmetic Science / Chemistry / Pharmacy or other relevant subject MSc / PhD Cosmetic Science / Chemistry / Pharmacy or other relevant subject is desirable Working knowledge of statistical methods applicable to scientific research is desirable
Relevant Experience	Experience in cosmetic product formulation in industrial and/or academic teaching environment is desirable
Communication Skills	Communicates effectively orally and in writing adapting the message for a diverse audience in an inclusive and accessible way
Research, Teaching and Learning	Applies innovative approaches in teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity
	Applies own research to develop learning and assessment practice
Professional Practice	Contributes to advancing professional practice/research or scholarly activity in own area of specialism
Planning and managing resources	Plans, prioritises and manages resources effectively to achieve long term objectives
Teamwork	Works collaboratively in a team and where appropriate across or with different professional groups
Student experience or customer service	Builds and maintains positive relationships with students across different courses and levels

Last updated: 11/07/2018