

## JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job Title:</b> Lecturer in Buying and Merchandising		<b>Accountable to:</b> Programme Director: Fashion Business
<b>Contract Length:</b> Permanent	<b>Hours per week/FTE:</b> 0.6	<b>Weeks per year:</b> AYR
<b>Salary:</b> £36,642- £43,961 pro rata pa		<b>Grade:</b> 5
<b>College/Service:</b> London College of Fashion		<b>Location:</b> 27 High Holborn, London, WC1V 7EY

### Purpose of Role:

To undertake teaching, unit management, curriculum development and research in Fashion Buying and Merchandising with focus on either:  
Global sourcing & manufacturing, ethics and sustainability and international logistics. (PLM)  
Strategic business development: Omni channel and international markets.

### 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 Buying, Merchandising and Supply Chain management .
- To support the process of reviewing Buying and Merchandising 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 tutor for student groups as required.
- To undertake general course management responsibilities including assessment, admissions and placements.
- To liaise with Course Leaders, 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 Buying and Merchandising,
- Undertake planned internal verification of assessments, providing feedback and guidance on best practice to tutors.
- 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.

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

- Course leader – BA Fashion Buying and Merchandising
- BA Buying and merchandising, PgCert Buying and Merchandising,
- BA Fashion Marketing and Fashion Visual merchandising and branding
- Subject specialist Product development

**Specific Management Responsibilities**

**Budgets:** None

**Staff:** None

**Other** (e.g. accommodation; equipment):

Signed \_\_\_\_\_ Date of last review \_\_\_\_\_

(Recruiting Manager)

**Job Title: Lecturer in Merchandising****Grade: 5****Person Specification**

Specialist Knowledge/ Qualifications	Relevant qualification i.e. UG Degree in Product Development, Fashion Management, Buying and Merchandising or Supply chain Management
	Post Graduate Degree in a Fashion Business Management related discipline is desirable
	Membership of bodies such as Chartered Institute of Procurement and Supply or Institute of Supply chain management is desirable
Relevant Experience	<p>Significant experience of working in buying and merchandising within a retail or branded buying business Commercial or teaching/ research expertise in at least one of the following fields: Global sourcing &amp; manufacturing, ethics and sustainability and international logistics. (PLM) Strategic fashion business development: Omni channel and international markets.</p> <p>Ideally some experience of teaching or training.</p>
Communication Skills	Communicates effectively orally and in writing adapting the message for a diverse audience in an inclusive and accessible way
Leadership and Management	Works effectively within a team and as an individual to achieve set objectives as a performance measure
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 or customers
Creativity, Innovation and Problem Solving	Suggests practical solutions to new or unique problems

**Last updated: 2<sup>nd</sup> May 2017 HB**