

## JOB DESCRIPTION AND PERSON SPECIFICATION

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| <b>Job Title:</b> Lecturer in Design Management                            |                                | <b>Accountable to:</b> Programme Director Fashion Management                                  |
| <b>Contract Length:</b> Permanent  | <b>Hours per week/FTE:</b> 0.4 | <b>Weeks per year:</b> AYR  |
| <b>Salary:</b> £37,265 - £44,708 pro rata pa                               |                                | <b>Grade:</b> 5   |
| <b>College/Service:</b> London College of Fashion, Fashion Business School |                                | <b>Location:</b> 20 John Princes Street, London, W1G 0BJ / 272 High Holborn, London, WC1V 7EY |

### Purpose of Role:

To undertake teaching, unit management, curriculum development and research in design management.

### 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 support the School's overall contribution to sustainable developments within teaching, curriculum development and research.
- 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 Course Leader in the management of the programme of teaching and assessment in design management.
- To support the process of reviewing relevant design management 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, other tutors, Hourly Paid Lecturers 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 design management.
- 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 Leaders
- Programme Director
- Associate Dean of School
- Dean of School

**Specific Management Responsibilities**

**Budgets:** No

**Staff:** No

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

Signed Matteo Montecchi Date of last review 20/02/2018  
(Recruiting Manager)

**Job Title: Lecturer in Design Management**  
**Grade: 5**

| Person Specification                    |  |
|---|--|
| Specialist Knowledge/<br>Qualifications | <p>Relevant undergraduate qualification such as BA/BSc in subjects such as design, marketing, supply chain, design management, business studies is essential.</p> <p>Master's degree in a subject area relevant to the post is desirable.</p> <p>PhD in a subject area relevant to the post is desirable.</p> <p>Teaching qualification relating to Higher Education is desirable.</p> |
| Relevant Experience                     | <p>Relevant teaching experience at undergraduate and postgraduate level in a subject area relevant to the post is essential.</p> <p>Evidence of research and publications in a subject area relevant to the post or professional experience in a relevant area relevant to the post is desirable.</p>  |
| 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  |

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|  | 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: 21/02/2018**