

## JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job Title:</b> Lecturer in Data Analytics		<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> £37,265- £44,708 pro rata pa		<b>Grade:</b> 5	
<b>College/Service:</b> London College of Fashion / School of Management and Science		<b>Location:</b> London College of Fashion 272 High Holborn, London WC1V 7EY	
<b>Purpose of Role:</b>			
To undertake teaching, unit management, curriculum development and research in the skills and application of data within fashion businesses. Within this broad discipline area the role focuses on the use of metrics as business intelligence across the subject areas of statistics and quantitative methods, merchandising and finance.			
<b>Duties and Responsibilities:</b>			
<ul style="list-style-type: none"><li>• To undertake teaching duties relevant to subject expertise across the Fashion Business School.</li><li>• To contribute to lesson planning, teaching, assessing, course review and curriculum development to Undergraduate and Postgraduate courses as appropriate.</li><li>• 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.</li><li>• To contribute to research, scholarly activity and professional practice both individually and through appropriate subject related groups.</li><li>• To maintain a professional level of subject expertise by being aware of relevant industrial and technological developments in the field.</li><li>• To attend course related meetings and examination boards as required.</li><li>• To provide support for the Programme Director/ Course Leader in the management of the programme of teaching and assessment in Data Analytics and Business Metrics.</li><li>• To support the process of reviewing units including aspects of quantitative methods teaching and contributing to the identification and validation of new units.</li><li>• To fully utilise University and other information and communication technologies in order to facilitate and enhance students’ learning experiences and organisational effectiveness.</li><li>• To take responsibility as tutor for student groups as required.</li><li>• To undertake general course management responsibilities including assessment, admissions and placements.</li><li>• To liaise with Programme Directors, Course Leaders, Hourly Paid Lecturers and Technicians to ensure quality and consistency of delivery across all courses.</li></ul>			

- To support the Programme Director and Course Leaders in the planning and development of the curriculum and teaching programme for Data Analytics and Business Metrics.
- To undertake planned internal verification of assessments, providing feedback and guidance on best practice to tutors.
- 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 secure productive contacts and links with external organisations, employers and agencies that will benefit students and that could provide further opportunities for income generation and sponsorship
- 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.

- Programme Director Fashion Business
- Academic staff within Fashion Business, Fashion Business School and other academics as appropriate
- Technical staff
- Administrative staff
- Industry contacts

**Specific Management Responsibilities**

**Budgets:** n/a

**Staff:** n/a

**Other:** Accommodation; equipment as appropriate

Signed \_\_\_\_\_ Date of last review \_\_\_\_\_  
(Recruiting Manager)

**Job Title: Lecturer in Data Analytics**

**Grade: 5**

**Person Specification**

Specialist Knowledge/ Qualifications	Relevant qualification: BSc Economics, Data Science, Quantitative Methods, Accountancy, Finance, Business Studies or equivalent qualification
	CIMA, CIPFA, ACA or ACCA or equivalent qualification is desirable
	MSc / PhD Covering: Finance, Economics, Quantitative Methods, Accountancy is desirable
Relevant Experience	Experience of teaching quantitative methods/business metrics/ data analysis / Excel to students having a varying range of prior knowledge of this subject area
	Industry experience is desirable from the fields of data analytics, merchandising or finance
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:**