

JOB DESCRIPTION & PERSON SPECIFICATION	
Job Title: Lecturer in BA Design Management and Culture	Salary: £21,985 - £26,376 (pro rata £36,642 - £43,961)
Contract Length: Permanent	Hours/ FTE 0.6
Grade: 5	Location: Elephant & Castle
Accountable to: BA Design Management and Culture Course Leader	College/ Service: London College of Communication, Design School
Purpose of the role: To be responsible to the Course Leader for: <ul style="list-style-type: none"> • Developing with colleagues across the course the distinctive approach to delivery of design management unit content at undergraduate level. • Undertaking teaching, unit management, curriculum development and research within the subject specialism of design management across diverse cultural contexts. • Hold particular responsibility for coordinating creative practices and technical applications relevant to design management curriculum such as digital image creation, information design, typography, design and layout, website design, print production and online publishing. • Integrate research, prototyping and creative processes into pedagogic practice and build links between technical and professional practice • Contribute to curriculum delivery on related PG courses such as MA Design Management and Cultures as required by Programme Director • Providing course level expertise in relevant software languages in addition to providing relevant digital pedagogy across a range of visual practice. • Developing together with the team across the course innovative and engaging units, lectures and seminars, contributing significantly to course development, assessment and review • Contributing to and take responsibility for the student-centred learning, teaching and assessment delivery, providing academic and pastoral support as necessary, monitoring student progress and maintaining appropriate records. 	
Duties and Responsibilities In consultation with academic, administrative, managerial and technical colleagues (as appropriate) to: <p>Academic <i>Curriculum Design, Content Organisation and Quality Enhancement</i></p> <ul style="list-style-type: none"> • Deliver the curriculum and assessment requirements as outlined in the relevant validation documents • Set, promote and maintain appropriate educational and professional standards of good practice in teaching, delivery and curriculum development of surface design related units • Responsible for lesson planning, teaching, assessing and contributing to curriculum development and new course initiatives within their area of specialism. • Provide academic support to students, monitoring student progress and attendance and maintaining appropriate records. • Contribute to curriculum development and the regular monitoring and review of design management subject to enhance the quality of the teaching and learning provision • In conjunction with other members of the course and Programme team, manage the learning environment assigned for design management and cultures delivery so that it meets the needs of the curriculum <p><i>Learning, Teaching and Assessment</i></p>	

- Take responsibility for the student-centred approach to learning, teaching and assessment of learners they teach, providing academic and pastoral support as necessary
- Monitor the attendance and performance of students through appropriate systems of tracking and assessment
- Maintain appropriate tutorial and assessment records for assigned groups of students and organise and implement agreed tutorial arrangements that are in line with University policies
- Contribute to the writing of briefs and teaching and learning materials including course handbooks

Student Support, Guidance, Progression and Achievement

- Participate in the recruitment, selection, induction and briefing of students in relation to the content and context of the course.
- Undertake assessment and student feedback activities for the BA (Hons) Design Management and Cultures and ensure student achievements are reported to the relevant Examination Boards

Entrepreneurship and Enterprise

- Operate in a collegiate manner in liaising with appropriate colleagues (i.e. Course Leaders, Enterprise Units & Development Team) in order to contribute to the income generating and related sponsorship activities of the University and College in areas that are directly related to their Course and areas of specialism.

Professional

- Demonstrate an overview of the admissions process across the College in order to ensure a positive applicant experience.
- Contribute to the promotion of the Course at Open Days/Offer Days as well as within and beyond the College
- Maintain appropriate course files to support Quality Reviews/Audits and contribute to annual programme monitoring and course review reports in line with University and College requirements
- Maintain strong links with related industries and professional bodies, keeping up to date with latest developments in the subject area of design management and maintaining a professional level of expertise in relation to teaching and subject developments in the broader field of branding and design innovation
- Contribute to the professional and research profile of the Programme and School as an individual and through research groups and / or consultancy projects.
- Support and contribute to the School, Programme, College and University's external profile
- Continually update their knowledge of national academic developments and subject knowledge as part of own continuing personal and professional development, as well as participate in the University's Planning, Review and Appraisal scheme and staff development opportunities
- Contribute to the exhibition, publication and dissemination of work produced on the course.
- Undertake health and safety duties and responsibilities appropriate to the role
- Work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work
- 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
- Conduct all financial matters associated with the role in accordance with the University's policies and

procedures, as laid down in the Financial Regulations
<ul style="list-style-type: none"> • Perform such duties consistent with their role as may from time to time be assigned to them anywhere within the University
Key Working Relationships: <ul style="list-style-type: none"> • Course Leaders • Year Leaders • Programme Directors • Colleagues • External Partners • Students • Administrative Staff • Technical Staff • Hourly paid academic staff
Specific Management Responsibilities: Course Budgets: N/A Course Staff: <ul style="list-style-type: none"> • Associate Lecturers / Visiting Practitioners Other (e.g. accommodation, equipment): Office and studio accommodation and associated equipment

Person Specification	
Specialist Knowledge/Qualifications	<ul style="list-style-type: none"> • Relevant qualification at undergraduate and postgraduate level in Design Management and creative practices or a closely related discipline (Creative Project Manager, Creative Director) or equivalent experience • PhD desirable • PG Cert teaching qualification desirable or equivalent experience • Knowledge of methods for visual research and analysis, idea and concept generation/prototyping, techniques to document/analyse project processes and final outcomes • Drawing, photography and digital image creation, Information design, typography, design and layout, website design, print production and online publishing. • Proficiency in Adobe Creative Suite (Photoshop, Illustrator, In Design, Flash, Premier, After Effects), Cinema 4D, Final Cut Pro • Knowledge and familiarity with strategic design principles, design organisation audit process and design management process within culturally defined contexts • Knowledge of design management subject specific research in an academic environment is desired.
Relevant Experience	<ul style="list-style-type: none"> • Evidence of postgraduate/undergraduate teaching and assessment in design management in particular supporting creative practice or closely related discipline • Evidence of integration of technical processes into live/simulated projects • Experience in development of lesson plans, teaching methods, and assessment briefs (curriculum design is desired) • Experience of development and delivery of taught workshops in relevant techniques and processes • Experience of assessment and associated administration of undergraduate/postgraduate students in a creative context. • Industry experience as practitioner in design management or equivalent design profession with a network of contacts to draw on for live project briefs, guest speakers, etc. • Experience of diverse cultural contexts and their possible impact on design management practice
Communication Skills	<ul style="list-style-type: none"> • Communicates effectively orally and in writing, adapting the message for a diverse audience in an inclusive and accessible way • Uses appropriate levels of IT skills to enable best use of available information and communication to support learning and organisational effectiveness as necessary for the post.

Research, Teaching and Learning	<ul style="list-style-type: none"> • Demonstrates a student-centred focus in learning, teaching and assessment approaches • Applies innovative approaches to teaching, learning and/or professional practice to support excellent teaching, pedagogy and inclusivity • Applies own research/professional practice to develop learning and assessment practice
Professional Practice	<ul style="list-style-type: none"> • Contributes to advancing professional practice/scholarly activity in own area of specialism including understanding of the influence of digital literacy
Planning and managing resources	<ul style="list-style-type: none"> • Plans, prioritises and manages resources effectively to achieve long term objectives
Teamwork	<ul style="list-style-type: none"> • Works collaboratively in a team and where appropriate across or with different professional groups
Student experience or customer service	<ul style="list-style-type: none"> • Builds and maintains positive relationships with students or other customers
Creativity, Innovation and Problem Solving	<ul style="list-style-type: none"> • Suggests practical solutions to new or unique problems

The application form sets out a number of competence questions related to some of the following selection criteria. Shortlisting will be based on your responses to these questions. Please make sure you provide evidence to demonstrate clearly how you meet these criteria

Last Updated: 06/08/2018