

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Lecturer in Retail Management/Retail Strategy/Retail Operations

Accountable to: Programme Director (Fashion Management)

Contract Length: Permanent

FTE: 1.0

Weeks per year: AYR

Salary: £36,642-£43,961 pa

Grade: 5

College/Service: London College of Fashion/ Fashion Business School

Location: 272 High Holborn, London, WC1V 7EY

Purpose of Role:

To undertake teaching, unit management, curriculum development and research in retail management, retail operations and retail strategy in Omni-channel environments across the Fashion Business School portfolio of undergraduate and postgraduate courses.

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 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 Leaders within the Fashion Management Programme in the management of the teaching and assessment in the areas of retail management, retail operations, retail strategy.
- To support the process of reviewing retail management, retail operations, retail strategy 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 support the Course Leaders in undertaking general course management responsibilities including assessment, recruitment and admissions.
- To liaise with Course Leaders and Hourly Paid Lecturers to ensure quality and consistency of delivery across all courses.
- To support the Course Leaders in the planning and development of the curriculum and teaching programme for retail management, retail operations and strategy.
- 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 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:

- Programme Director, Fashion Management
- Undergraduate & Postgraduate Course Leaders
- Programme Administration Team
- Site Administrator

Specific Management Responsibilities

Budgets: None

Staff: None

Other (e.g. accommodation; equipment): None

Signed Liz Gee Date of last review 02/06/17
(Recruiting Manager)

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Grade: 5

Person Specification

Specialist Knowledge/ Qualifications	Higher degree in retail, operations or a relevant discipline and/or industry experience at a high level in fashion retail through roles in retail operations, business development or related areas
	Relevant Business or Management Post Graduate qualification (PhD desirable)
	Relevant teaching qualification or be willing to acquire one
	Relevant professional experience recognised by membership of a professional body
	Fellowship of the HEA (desirable)
Relevant Experience	Teaching in a further or higher educational setting or experience in training industry professionals
	Evidence of research and publications in the areas of retail management, retail operations, retail strategy (desirable)
	Professional experience in retail management, retail operations or retail strategy in multichannel environments (desirable)
Communication Skills	Communicates effectively orally and in writing adapting the message for a diverse audience in an inclusive and accessible way
Leadership and Management	Motivates and leads a team effectively, setting clear objectives to manage performance
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 the area of retail management/operations/strategy

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	Builds and maintains positive relationships with students
Creativity, Innovation and Problem Solving	Suggests practical solutions to new or unique problems

Last updated: 02/06/17