



JOB DESCRIPTION

Job Title	Lecturer/ Senior Lecturer in Business and Management
Work days	Saturday, Sunday, Monday, Tuesday and Wednesday
Reporting to	Programme Leader
Grade	Operational Excellence
Department	Nottingham Campus
Location	Nottingham

About Oxford Business College

Since 1985, Oxford Business College (OBC) has spearheaded transformative education, carving a unique path for overlooked individuals, especially mature students facing barriers in traditional education. Operating seven days a week for our students, OBC's pioneering approach adapts to the diverse lifestyles and commitments of non-traditional learners. Across campuses in West London, Slough, Oxford, and Nottingham, OBC's ultra-flexible scheduling ensures inclusivity, reinforced by a robust digital infrastructure. Actively fostering a sense of belonging for students from all backgrounds, we provide comprehensive support services. Emphasising practical skills for employability through industry placements, OBC stands as a dynamic catalyst for change, reshaping higher education with an unwavering commitment to accessibility, flexibility, and inclusivity. With over 7500 students and 300 colleagues, join OBC in shaping the future of education and unlocking opportunities for a diverse range of students.

The role

The role involves strategic responsibilities in the field of education, requiring the teaching of multiple sessions weekly, including lectures, seminars, and tutorials. The lecturer must maintain accurate attendance records, utilize digital platforms like VLEs and MS Teams, and ensure active student engagement. Developing effective teaching methods and materials, the role also encompasses the timely assessment of student submissions and identification of potential academic misconduct cases. The lecturers contribute to programme evaluations, engages in continuous improvement initiatives, and actively participates in quality assurance and academic governance frameworks. Additionally, responsibilities extend to mentoring colleagues, managing projects, coordinating external activities, and proposing content and structural developments for modules. The lecturer is also involved in scholarship activities, continually updating knowledge and disseminating outcomes. As a module leader, collaboration with support staff is crucial to meet student needs, and reporting to relevant boards is a regular task. The role is comprehensive, requiring adaptability, collaboration, and a commitment to enhancing the overall learning experience, as well as fulfilling any other duties required by the programme leader, dean of campus and/ or chief academic officer.

The ideal candidate will have demonstrable expertise in one or more of the following business and management areas: **Global Business Environment, Marketing and Customer Experience, Financial Decision Making and Data Insights, Project and Operations Management, and Digital Business and Entrepreneurship.**

The ideal candidate should be available during busy periods and weekends as needed, particularly during intake times. Please note that annual leave is generally not permitted during these periods. Some restrictions on annual leave also exist during other peak times, e.g., January/February, April/May, and September/October.

Strategic Responsibilities

- Equip learners with the skills, knowledge and attributes required by employers while maintaining a balance between practical relevance and academic rigour. Involve in research informed teaching.
- Maintain attendance registers for teaching sessions and work with the attendance team to ensure the accuracy of the information being entered for students on digital registers.
- Deliver/facilitate teaching sessions in line with the approved programme and module specifications.
- Work in line with digital provisions including VLEs and MS Teams.
- Ensure that students are engaging and provide them with formative feedback as appropriate.
- Develop effective teaching pedagogies and materials for modules.
- Mark summative assessments according to the approved assessment brief and provide timely and constructive feedback to students within the deadlines provided by the programme coordinator/ leader.
- Identify cases of possible academic misconduct and escalate these according to the relevant procedure of assessment boards.
- Ensure any issues of student engagement or performance are addressed, signposting students to specialist College services as necessary.
- Field any pastoral requirements students may have, signposting them to relevant specialist College services as necessary.
- Monitor the progress of individual students' Learning Support Plans, liaising with specialist services as necessary.
- Participate in standardisation and other quality assurance meetings.
- Provide a module evaluation report at the end of each module.
- Contribute to programme evaluations as required.
- Engage with programme committee and other meetings, contributing towards continuous improvement of the students' learning experiences and the identification of good practice which other programmes and Schools might usefully draw on.
- Engage with other parts of the College's quality assurance and academic governance frameworks, as opportunities arise.
- Reflect on the outcomes of student module feedback questionnaires, identifying areas for improvement as well as good practice which colleagues might usefully draw on.
- Contribute to the accreditation of programmes and quality control processes. Participate in college activities as required through membership of committees, working groups etc.
- Engage in scholarship as required to support teaching activities and continually update knowledge.
- Extend, transform and apply knowledge applied from scholarship to teaching and appropriate external activities including knowledge generation, knowledge exchange and knowledge transfer activities.
- Develop ideas and find ways of disseminating and applying the result of scholarship.
- As module leader, co-ordinate with others (such as support staff or academic colleagues) to ensure student needs and expectations are met.
- Manage projects relating to own area of work and the organisation of external activities.
- Mentor colleagues with less experience and advise on personal development.
- Co-ordinate the work of others to ensure modules are delivered to the standards required.
- Identify the need for developing the content or structure of modules with colleagues and make proposals on how this should be achieved.
- Exercise responsibility for the design and delivery of own modules and assessment methods considering established or agreed practice where necessary.
- Contribute to the attainment and direction of the college strategic plans, their development and execution.
- Collaborate with colleagues on the implementation of assessment procedures.
- Attend relevant committee(s) and report regularly to the relevant board.
- Undertake any other duties reasonably required by the programme leader, dean of campus and/ or chief academic officer.

PERSON SPECIFICATIONS

TRAINING AND EDUCATIONS

Essential

- Post-graduate qualification in a relevant or closely related discipline.

Desirable

- PhD/ ProfDoc (or near completion) in a relevant or closely related discipline.
- Demonstrated membership and engagement with a relevant professional body (e.g. CMI, CABS etc).
- Qualified Teacher Status (QTS), fellowship of HEA or an equivalent teaching qualification (PgCert etc).

EXPERIENCE

Essential

- Expertise in one or more of the following business and management areas: Global Business Environment, Marketing and Customer Experience, Financial Decision Making and Data Insights, Project and Operations Management, and Digital Business and Entrepreneurship.
- Understanding of the Higher Education landscape in the UK, including comprehensive knowledge of relevant policies, regulations and compliance standards.
- Awareness of achieving high B3 statistics and NSS results for an HEI.

Desirable

- Hands-on experience of emerging technical and digital innovation (e.g. AI).
- Experience teaching at higher education level, ideally with experience in a non-traditional/ mature student environment in a private education sector.

SKILLS AND KNOWLEDGE

Essential

- Strong organisational and crisis management skills.
- Strong problem-solving and analytical skills to identify and resolve complex issues related to academic programmes, teaching and learning, and student development.
- Strong verbal and written communication skills, including the ability to present complex information clearly and effectively.
- Comprehensive understanding of external regulatory bodies such as the Office for Students (OfS), OIA, HESA, Jisc, etc.

BEHAVOURAL SKILLS

Essential

- Commitment to a student-centred approach to education, emphasising holistic student development and personalised learning support.
- Robust leadership attributes for effectively involving students, particularly those categorised as non-traditional, showcasing the capacity to inspire and motivate them. Ability to flexibly adjust to evolving circumstances and shifting priorities within a dynamic and fast-paced academic setting.
- High ethical standards and a commitment to maintaining the integrity of academic records and processes.
- Resilience and adaptability to manage the demands of a busy and challenging role.
- An academic role model for college's core values, which underpin our vision, mission and strategy.