

Lecturer / Senior Lecturer of Business Job Description

Position Title: Lecturer / Senior Lecturer of Business

Hours: Full Time

Contract Type: Fixed-Term/Contract

Location: Astana, Kazakhstan

Reports to: Provost

Job Purpose:

The Lecturer/Senior Lecturer of Business will deliver high-quality education within their field of expertise and conduct impactful research within the Business faculty. This role involves engaging and inspiring students through innovative teaching in Foundation and Bachelor's courses, providing academic support and mentorship, and contributing to curriculum development. The Lecturer/Senior Lecturer will also conduct original research, publish findings, and collaborate with colleagues to enhance the university's academic profile and impact. By participating in administrative duties and outreach activities, they will foster a stimulating and supportive learning environment. The Lecturer/Senior Lecturer will ensure that the university's academic programmes uphold the highest standards of excellence and align with the institution's mission, values, and strategic goals.

Main Duties and Responsibilities:

Lecturing

- Plan, prepare, and deliver lectures, seminars, and tutorials for business foundation course and later bachelor's in business degrees. Design and develop teaching materials, including online resources.
- Ensure that teaching is informed by contemporary research in the relevant field and develops the ability of students to engage in debate, critical discourse and rational thinking.
- Demonstrate good practice in teaching, learning and assessment using a wide range of learning resources and appropriate pedagogic practice.
- Set, mark, and assess coursework and examinations. Provide timely and constructive feedback to students.
- Contribute to the development, planning, and implementation of a high-quality curriculum. Ensure course content is current and relevant and includes international and intercultural experiences.
- Provide academic support and guidance to students through personal tutoring, scheduled office hours, email, and personal meetings. Supervise undergraduate and postgraduate projects and dissertations.
- Contribute to the wider student experience e.g. participation in recruitment, involvement in employability initiatives.
- Take responsibility for developing, preparing and delivering teaching, learning and assessment at undergraduate and postgraduate levels, including module leadership where appropriate.

Research

- Collaborate with colleagues within the department and with external institutions. Participate in research groups and networks.
- Conduct original research in your field of expertise. Publish research findings in reputable journals and present them at conferences.
- Apply for research funding from external bodies and manage research budgets.
- Supervise PhD students and postdoctoral researchers, providing guidance and support throughout their projects.

Administration

- Attend and contribute to departmental and faculty meetings. Participate in committees and working groups.
- Ensure compliance with university policies and procedures. Contribute to quality assurance processes, including module evaluations and student feedback.
- Reflect critically on personal teaching practice, implement improvements, and engage actively with the quality monitoring and enhancement processes.
- Engage in public outreach and engagement activities, promoting the university and its programs to prospective students and the wider community.
- Assist with the development of external partnerships in the UK and/or overseas and development of relationships with professional organisations, and agencies where appropriate.
- Work effectively as a team member, contributing to committees and working groups, and where appropriate supervising or mentoring other members of staff.
- Keep up to date with the latest developments and research in the expertise field.

The university is committed to safeguarding and promoting the welfare of young people and expects all staff and those connected to the university to share this commitment. The post holder's primary responsibility for promoting and safeguarding the welfare of young persons under their care or with whom they interact will involve adherence to and compliance with the University's Safeguarding Policy.

This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the university in relation to the post holder's professional responsibilities and duties.

Person Specification

– Lecturer / Senior Lecturer of Business

Qualifications and Experience:

- A master's degree or equivalent in a relevant academic discipline from a UK university.
- A doctoral degree - desirable.
- At least two years demonstrable experience in teaching at the undergraduate and/or postgraduate level in a relevant subject area – Business.
- Active membership of a professional body, advantageous.
- Commitment to ongoing professional development and staying current in your field.

Competencies and Attributes:

- Ability to deliver engaging and effective lectures, seminars, and tutorials. Proficiency in developing and using innovative teaching methods and materials.
- Excellent verbal and written communication skills, with the ability to convey complex information clearly and effectively to students and colleagues.
- Ability to work effectively as part of a team and engage in interdisciplinary collaboration.
- A genuine interest in teaching and supporting students' academic and personal development.
- Proficiency in relevant IT applications, including virtual learning environments (VLEs), office software, and research databases.
- Experienced in teaching, curriculum development, research, student support, outreach and engagement, and administrative duties.
- Strong organizational and time-management skills, with the ability to manage multiple tasks and meet deadlines.
- Flexibility and adaptability to respond to the changing needs of the department and university.
- A commitment to promoting diversity and inclusion within the academic community.