

# Job Description

London Met Dept :	Dept of Applied Social Sciences		
London Met Sect :	North Campus		
London Met Unit :			
Job Title:	Academic Leader: Information Management		
Post Reference No :	ASS102	Effective Revised :	January 2003
Grade:	Academic Leader		
Report To :	Head of Department		
Responsible For :	Leading programmes and managing staff in area of Information and Knowledge Management	Direct Reports :	5 Senior lecturers + VLS

## Job Purpose:

The post-holder will be expected to make a leading contribution to the Department, supporting the Head of Department in the management and leadership of the subject area of information and knowledge management so as to: enhance student experience, maintain and develop under graduate, post graduate and continuing professional development teaching programmes as appropriate, develop and expand research and consultancy initiatives and develop links with government, industry and independent/voluntary sectors.

## Key Areas:

1. Subject Leadership and Management
2. Teaching and Assessment
3. Curriculum and Materials Development
4. Research and Scholarly Activity
5. Self and People Management
6. Course Organisation and Administration

## Main Duties and Responsibilities:

### The Potholder will:

#### 1. Subject Leadership and Management

1.1 Assist the Head of Department in the management, organisation and strategic development of the Department, specifically as the immediate line-manager and subject leader for staff, teaching programmes and research in the subject area of Information and Knowledge Management

1.2 While responsibilities associated with this role will reflect specific circumstances and be subject to negotiation with the Head of Department, primary leadership and management responsibilities for the subject area will include:

- \* development of courses and strategic direction for programmes within the subject area
- \* co-ordination and planning of teaching delivery, including allocation of full-time and part-time staff to teaching
- \* co-ordination and development of research, scholarly activity, consultancy and enterprise activities, including grant applications and project initiatives
- \* promotion and liaison with external organisations, professional bodies and representatives in the information and knowledge management field, regionally, nationally and internationally
- \* QAA academic review, validation, course monitoring, quality assurance and enhancement

- \* convening and chairing meetings within the subject area to promote academic developments
- \* carrying out Performance Appraisal, Development and Award Scheme reviews with staff
- \* organising staff development activities
- \* other appropriate duties as required by Head of Department

## 2. Teaching and Assessment

- 2.1 Provide a significant teaching contribution to programmes in information and knowledge management, teaching across courses at UG and PG levels and Continuing Professional Development as appropriate.
- 2.2 Develop and provide specialist teaching of appropriate optional subjects in the field of information and knowledge management.
- 2.3 Supervise and assess projects and dissertations at undergraduate and postgraduate levels, providing appropriate guidance to students on both research methodology and subject content.
- 2.4 Develop innovative teaching, learning and assessment methods
- 2.5 Work with colleagues in designing and implementing assessment instruments and marking schemes, and participation in the assessment process
- 2.6 Work with colleagues in the planning of module programmes and delivery, including individual academic sessions, to provide a uniform and quality classroom experience for all students.

## 3. Curriculum and Materials Development

- 3.1 Lead and direct the process of regular course review and curriculum development by the staff team responsible for programmes in information and knowledge management.
- 3.2 Develop course materials to support teaching role, including as appropriate the integration of ICT- based learning technology, audio-visual materials, case studies and materials to support student-centred learning, that reflect current best practice in HE and the commercial market.

## 4. Research and Consultancy

- 4.1 Co-ordinate and lead development of research and scholarly activity within the subject area in the Department, including persuading and submitting appropriate research bids for external funding
- 4.2 Engage in an active personal programme of research and/or consultancy within the field of information and knowledge management
- 4.3 Co-ordinate and lead the development of an academic plan to develop successful consultancy initiatives with a range of external agencies and organisations

## 5. Self and People Management

- 5.1 Oversee the provision of regular and consistent academic guidance and tutorial support (with published office hours) for students.
- 5.2 Manage and co-ordinate the work of the staff team responsible for programmes in the areas of information and knowledge management.
- 5.3 Conduct annual Performance Appraisal, Development and Award Scheme (PADAS) reviews with subject area staff
- 5.4 Contribute to the academic life of the Department and University through regular attendance at Department meetings, staff development events, research seminars, and meetings arranged with external organisations, and by membership of committees and working groups where appropriate.

## 6. Course Organisation and Administration

- 6.1 Manage and co-ordinate course planning and delivery arrangements for teaching programmes in the subject area.
- 6.2 Establish and maintain effective links with appropriate external organisations and networks in the field, for purposes such as developing applied research and consultancy, course/project Steering Groups, student placements and visits.
- 6.3 Oversee the production of course and module information relating to teaching programmes.
- 6.4 Respond to student and client feedback both informally and in implementing the University's student feedback system.
- 6.5 Co-ordinate and manage academic administration and allied activities supporting delivery of courses in the subject area, including assessment duties, recruitment and admissions work, student induction, annual monitoring, subject review and validation, as required by the Head of Department.

## Miscellaneous:

1. Undertake other duties of a reasonable nature, as may be determined by the potholder's supervisor from time to time, in consultation with the potholder.
2. Carry out all duties in accordance with the University's Equal Opportunities Policy and other policies designed to protect members of staff or students from harassment. It is the duty of the potholder not to act in a prejudicial or discriminatory manner towards members of staff, students, visitors or members of the public. The potholder should also counteract such practice or behaviour by challenging or reporting it.
3. Take reasonable care of health and safety of self, other people and resources whilst at work to comply with the University's Health and Safety Policy, Codes of Practice and local rules.
4. Co-operate with the line manager, or any other person with specific responsibility for health and safety, to enable the University's responsibilities under the Health and Safety at Work Act to be performed.

## Review Clause:

This is a description of the job, as it is presently constituted. It is the University's practice periodically to examine job descriptions and to update them to ensure that they accurately reflect the job required to be performed, or to incorporate proposed changes. The procedure is conducted jointly by each manager in consultation with the individual whose job description is being reviewed. All staff are expected to participate fully in such discussions. It is the University's aim to reach agreement to reasonable change, but if agreement is not possible, it reserves the right to insist on changes to the job description after consultation with the individual concerned.

## Special Features:

**Subject to teaching timetables, staff may be required to teach at evening and weekends and across sites.**

# Person Specification

<b>Job Title:</b>		<b>Post Ref No:</b>	
<b>London Met Dept :</b>			
<b>London Met Sect :</b>			
<b>London Met Unit :</b>			
<b>Attributes</b>	<b>Relevant Criteria</b>	<b>How Identified</b>	<b>Rank</b>
1. Relevant Experience	1.1 Recent academic and/or commercial/industrial experience in the field of information and knowledge management at a senior level	Application form/Interview	Essential
	1.2 Significant and recent experience of teaching within the subject area at HE level (or equivalent forms of communication or presentation)	Application form	Essential
	1.3 Experience of initiating and managing change	Application form/Interview	Essential
	1.4 Experience of course management	Application form/Interview	Desirable
	1.5 Previous leadership experience in an educational, professional or commercial context at an appropriately senior level	Application form/Interview	Essential
2. Education and Training	2.1 Good academic qualifications in relevant subject discipline(s) to at least postgraduate level, or advanced professional level	Application form	Essential
3. General & Special Knowledge	3.1 Good knowledge base across the subject field of informational and knowledge management	Application form / Presentation/Interview	Essential
	3.2 Good contemporary knowledge of information and knowledge management sectors	Application form/ Presentation/Interview	Essential
	3.3 Appropriate subject expertise to offer specialist course options within the subject field.	Application form/Interview	Essential
	3.4 Familiarity with policy and management and professional issues in the field of information and knowledge management	Application form/Interview	Essential
	3.5 Awareness of current issues and developments in Higher Education, including learning and teaching methods.	Application form/Interview	Desirable

<p>4. Skills &amp; Abilities</p>	<p>The applicant will possess:</p> <ul style="list-style-type: none"> <li>• Ability to think strategically, develop and implement major policies and initiatives</li> <li>• Strategic managerial and leadership skills</li> <li>• Capacity and skills to raise the profile of the subject area externally (and internally), through involvement in appropriate professional contexts (e.g. conferences, academic and industry activities)</li> <li>• ability to manage other academic staff and to monitor their effectiveness</li> <li>• ability to manage and deliver complex projects to deadlines, multitask</li> <li>• excellent organisational and self-management skills, working effectively both as an individual and as part of a team, and while working under pressure</li> <li>• good skills for communicating subject knowledge clearly, with confidence and enthusiasm, in ways that are accessible and stimulating to different audiences, both subject specialists and non-specialists</li> <li>• ability to organise classroom and independent activity using a range of teaching, learning and assessment techniques to engage and motivate students</li> <li>• commitment to the use of ICT in teaching and learning</li> <li>• ability to initiate and undertake research, consultancy and enterprise activities on both an individual and team project basis, including preparation and submission of external funding applications</li> <li>• aptitude and efficiency for carrying out standard administrative tasks associated with course delivery and teaching, including use of basic IT skills, using the normal range of IT equipment and software</li> <li>• qualities of energy, enthusiasm, enterprise and initiative</li> <li>• understanding of and commitment to the implications of equal opportunity policies and practices</li> </ul>	<p>Application form/Interview/Presentation</p> <p>Application form/Interview</p> <p>Application form/Interview</p> <p>Application form/Interview</p> <p>Application form/Interview</p> <p>Application form/Interview</p> <p>Presentation/Interview</p> <p>Interview</p> <p>Application form/Interview</p> <p>Application form/Interview</p> <p>Application form/Interview</p> <p>Application form/Interview</p> <p>Application form/Interview</p> <p>Interview</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
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5. Special Requirements	5.1 Willingness to work at evenings or weekends as required 5.2 Willingness to teach at other University sites	Application form/Interview Application form/Interview	Essential Essential
In order to be shortlisted you <b>must</b> demonstrate that you meet <b>all</b> the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications (long list) which meet all of the essential criteria, we will then use the desirable criteria to produce a short list.			
<b>Date Revised:</b>			