

Lord Ashcroft International Business School

Job Description

Job Title:	Principal Lecturer in Tourism, Arts, Event and Hospitality Management
Grade:	7
Job Family:	Teaching, Research and Scholarship
Work Base:	Cambridge/Chelmsford. Please note that the post-holder will be required to travel to other sites and overseas as necessary.
Hours of Work:	Full time
Responsible to:	Head of Department of Human Resource Management, Organisational Behaviour and Tourism Management.
Responsible for:	Staff working in our growing area of Tourism Management, Arts Management, Event Management and related areas
Relationship and Contacts:	Students Colleagues Partner colleges Members of the public Professional and external bodies
Job Purpose:	To lead our developments in the area of Tourism Management, Arts Management, Event Management, Hospitality Management and related areas as well as teaching and researching within own subject area.

Faculty background details

The Lord Ashcroft International Business School is one of four faculties of our university and operates in an integrated way across Chelmsford and Cambridge campuses. It is growing in size, ambitious and increasingly research focussed - recent appointments reflect this. We offer a range of undergraduate, postgraduate and professional courses to 4000 students on-site and another 4000 located within partners in the UK and around the world.

Principal Accountabilities:

The roles and responsibilities of Principal Lecturers may vary from time to time. As senior members of the academic community they will however, be expected to undertake academic leadership roles, even if the nature of this leadership responsibility may change over time.

1. Provide leadership of our growing work in Tourism Management, Arts Management, Event Management, and related areas.
2. Contribute to research and/or consultancy in the Faculty.
3. Contribute to teaching and related activities across a range of undergraduate and postgraduate programmes, drawing on own area(s) of expertise.
4. Work to achieve our vision and values in respect of widening participation, equality of opportunity, commitment to the health and safety of staff and students and the delivery of high quality education provision
5. Such other duties temporarily or on a continuing basis, as may reasonably be required.

This is a description of the job as it is presently constituted. It is normal practice to review periodically job descriptions to ensure that they are relevant to the job currently being performed, and to incorporate any changes which have occurred or are being proposed. The review process is carried out jointly by manager and employee and you are therefore expected to participate fully in such discussions. In all cases, it is our aim to reach agreement to reasonable changes, but where it is not possible to reach agreement we reserve the right to make reasonable changes to your job description which are commensurate with your grade after consultation with you.

April 2012

*Lord Ashcroft International Business
School*

*Principal Lecturer in Tourism/Arts/Event and
Hospitality Management
Person Specification*

ESSENTIAL	DESIRABLE
EDUCATION/QUALIFICATIONS <ul style="list-style-type: none"> • Relevant first degree or equivalent • Relevant Higher degree or professional qualifications at postgraduate level • PhD or nearing completion 	<ul style="list-style-type: none"> • Certificate in Learning and Teaching • Senior Fellow of the HE Academy
EXPERIENCE <ul style="list-style-type: none"> • Successful and significant experience at HE level involving both undergraduate and postgraduate teaching • leading and managing course and curriculum design • Expertise as an academic researcher and/or in consultancy work • Established academic reputation as evidenced by external examining, membership of external committees, contribution to subject development (internally or externally) 	<ul style="list-style-type: none"> • Significant and senior commercial and/or professional experience • Research and/ or consultancy income generation • Managing staff and/or budgets • Expertise in use of new learning technologies
KNOWLEDGE/SKILLS <ul style="list-style-type: none"> • Excellent written and oral communication skills • Ability to lead and develop others • Ability to manage change • IT literate with a sound knowledge of Microsoft Office • Ability to think innovatively and creatively • Ability to meet deadlines, sometimes under pressure 	<ul style="list-style-type: none"> • Project management skills

<p>PERSONAL QUALITIES/DISPOSITION</p> <ul style="list-style-type: none"> • Ability to work co-operatively, as a leader and part of a team • Enthusiastic and flexible approach • Good interpersonal and negotiating skills • Commitment to our values • Willingness to contribute to the collective life of the Faculty • Customer focussed 	
<p>OTHER</p> <ul style="list-style-type: none"> • Understanding of the external environment in which we operate • Standing in the academic or professional community, and well-developed external networks • Committed to own continuous personal and professional development • Able to travel, as required by the job • Committed to equality and diversity • Committed to our Health and Safety policies and procedures 	

April 2012

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Principal Lecturer in Tourism/Arts/Event and
Hospitality Management
Conditions of Service (Academic)*

The terms and conditions of employment are the responsibility of the Board of Governors.

These details are for broad information only and must not be taken as a complete or authoritative statement. In no way do they constitute a contract of employment.

(a) Salary

Grade 7, £45,486 - £52,706 per annum paid monthly in arrears by credit transfer. Commencing salary will be determined according to qualifications and experience.

(b) Working Hours and Time of Duty

This is a full-time post, the nature of which is such that you will be expected to work such hours as are necessary to fulfil your duties in the professional manner expected from you.

It is not appropriate in a professional contract to be specific as to the exact hours of availability for duties; moreover, it is accepted that in the case of the obligation to undertake research and other scholarly activity that obligation will not necessarily require attendance. However, in relation to teaching duties a reasonable norm may be helpful. Such a norm should be comparable with those of other employees in the institution and with those of related professional groups; it is not to be regarded as either a minimum or maximum.

Due to the range of teaching and learning methods involved and the different needs in various subject areas, a precise specification of teaching is neither possible nor appropriate in a professional contract. As a general guide, however, an individual lecturer may normally expect to have formal scheduled teaching responsibilities for students within a band of 14 to 18 hours a week on average over the anticipated teaching year of that lecturer.

Formal scheduled teaching responsibilities should not exceed 18 hours in any week or a total of 550 hours in the teaching year.

(c) Holiday

The holiday year runs from 1 September to 31 August. In addition to the Statutory Bank Holidays, local discretionary holidays, and days when we are closed in the interests of efficiency, annual holiday entitlement will be 35 days. If employment commences part way through the holiday year, entitlement will accrue on a pro rata basis for each complete calendar month.

Holiday entitlements for part-time staff will be calculated according to the number of days and/or hours worked.

(d) Medical

Unless otherwise stated, the appointment will be subject to medical clearance.

(e) Pension

You will automatically join the Teachers' Pension Scheme unless you opt out.

(f) Parking

We encourage and support travelling by public transport, cycling, walking and car sharing and have discounts and financial assistance in place to help you access these as easily as possible. Parking at Anglia Ruskin University is severely restricted and staff and students joining us will not be permitted to park on the Chelmsford campus with the exception of Blue Badge holders.

(g) Date of Appointment

The position is available immediately once all conditions have been met.

(h) **Closing date**

The closing date for this job is 26 April 2012.