

Faculty/Service	Carnegie Faculty
School	Events, Tourism & Hospitality
Post Designation	Senior Lecturer in Events Management
Grade	8
Post to which directly responsible	Head of School
Posts for which directly responsible	None
Purpose of Job	
To provide high-quality teaching, learning and assessment in the area of events management across a range of undergraduate and postgraduate programmes. To undertake the management and development of courses and curriculum development. To deliver research and enterprise activity and to maintain a professional and research profile.	
Responsibilities	
<ol style="list-style-type: none"> 1. To undertake teaching on undergraduate, post graduate and professional courses and provide a specialist input into teaching related to events management. 2. To prepare, deliver and mark course work, assignments and examinations, supervise dissertations and project work and to provide tutorial guidance to students. 3. To act as a personal tutor and provide academic support for students. 4. To contribute to the development of relevant courses across all of our Faculties, as directed by the Head of School. 5. To support the academic, administrative and development activities of the School. 6. To effectively undertake course, programme and module leadership, development and administration (including knowledge and understanding of academic regulations) and to contribute to the preparation for course committees, annual reviews and examination boards. 7. To undertake development of new modules, course material and information to assist student learning. 8. To undertake personal and collaborative research and enterprise in line with the University's Research and Enterprise strategy, and maintain appropriate professional and scholarly activities. 9. To plan, organise and monitor own work with minimal supervision in order to achieve tasks and meet deadlines. 10. To work co-operatively and flexibly as a member of a teaching team and School, sharing information and ideas, engaging and motivating students and staff across the University. 11. To develop and maintain links with appropriate professional bodies and organisations. 12. To demonstrate a commitment to personal, teaching and subject development and to undertake appropriate development activities identified through the Performance and Development Review (PDR) process. 13. To undertake other such duties commensurate with the post and grade as agreed with the Head of School. 	

Equal Opportunities
We are committed to providing a non-discriminatory and harassment-free working environment for our employees. All our employees are expected to have due regard for those policies when carrying out their duties.
Health and Safety
You will maintain a positive attitude to Health and Safety in carrying out personal responsibilities and co-operate with Health & Safety policy/local rules/Codes of practice relating to Health and Safety.
Physical Conditions
You will be based at the Headingley Campus, in the first instance. The role will also involve delivery of some activities overseas.
Relationships
The postholder will work closely with both academic and support staff and students.
Terms & Conditions
<p>Terms & Conditions of Service are as determined by the Vice-Chancellor for Academic staff (within a framework set by the Board of Governors), and will have regard to any national recommendations arising from negotiations between the Universities and Colleges Employers Association (UCEA), and the recognised trade unions in so far as these are adopted by the Board / Vice-Chancellor.</p> <p>Salary is currently within Grade 8 (£39,649 to £45,941). On appointment staff will normally be placed on the first point of the substantive grade for the post. Appointment above this will only be on an exceptional basis and subject to approval in line with our University's Pay Policy.</p> <p>Annual leave entitlement is 38 days.</p>
Probationary Period
Appointment to this position may be subject to a probationary period of up to 12 months, in line with our probationary policy. A copy of our probationary policy is available on our website or on request from Human Resources.
Pre-employment Health Assessment
Our University aims to ensure that all employees are placed in a job that is compatible with their health and physical abilities. In accordance with the Equality Act, questions relating to health are asked following an offer of appointment. All offers of appointment are subject to pre-employment health assessment.
Closing Date
20 December 2013
Please complete an online application. If you are unable to complete an online application, please contact the HR Recruitment Team on either 0113 8121821 or HRrecruitment@leedsmet.ac.uk who will be able to provide you with a hard copy application form.

Post Title	Senior Lecturer in Events Management	Grade 8
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Please carefully read the notes of guidance enclosed with the application form and provide information to help us decide whether you meet the criteria below.

Qualifications, Skills, Experience & Knowledge	Essential	Method of Assessment (Application/Interview/Test/Other)
1. Possession of a HE teaching qualification and/or experience of teaching and learning in an HE or equivalent setting in a relevant subject area related to the School.	✓	Application
2. Possession of a doctoral qualification in an area relevant to the School.	✓	Application/Interview
3. Evidence of relevant professional experience/knowledge in at least two of the areas of event planning and production; event operations/project management; events financial management; information communication technology applications for events; human resource management for events; marketing for events; economics/impact of events.	✓	Application/Interview
4. Ability to effectively undertake course, programme, and module leadership, development and administration of a large and complex course (including knowledge and understanding of academic regulations).	✓	Application/Interview
5. Evidence of engagement in research, enterprise and/or professional practice, together with a commitment to engagement with research and enterprise activity relevant to the School.	✓	Application/Interview

Performance Attributes	Method of Assessment (Application/Interview/Test/Other)
Please note that all the following criteria are essential .	
SERVICE DELIVERY	
6. Ability to lead student centred teaching and learning and experience of developing innovative methods of assessment to ensure a positive student experience.	Application/Presentation /Interview
7. A commitment to undertake personal and collaborative research, consultancy and scholarly activities and evidence of subject specific innovation and creative outcomes within relevant discipline areas.	Application/Interview
TEAMWORK	
8. Ability to work as part of a team in the delivery of teaching, the development of new curriculum, learning materials, external and collaborative projects across the faculty as appropriate to discipline.	Application/Interview
COMMUNICATION	
9. Evidence of high level interpersonal skills including the ability to communicate complex information to audiences with a mixed level of understanding.	Application/Presentation /Interview
LEARNING AND DEVELOPMENT	
10. Evidence of knowledge and understanding of current thinking about developments in research, theory and practice as a basis for preparing and supporting students at both undergraduate and postgraduate levels.	Application/Presentation/ Interview

Whilst these performance attributes may relate to this role more specifically for recruitment and selection purposes, following appointment, all members of staff are expected to demonstrate effective performance across all six of our University’s performance attributes. Please [click here](#) for further details.