**Job Description**

**Job title: Senior Teaching Fellow / Senior Lecturer Project Management Practice**

**Salary range and conditions: Grade 9 – 50% contract (may be flexibility between 40-60%) £59,139 - £70,579 (pro rata)**

**Department/Division** Professional and Executive Management Learning (PEML) / Lancaster University Management School [Executive Education - Lancaster University](https://www.lancaster.ac.uk/lums/executive-education/)

**Reports to:** Head of PEML

**About PEML:** PEML provides leadership and management development programmes to experienced professionals and managers, through work-based and experiential learning. Our portfolio includes post-graduate awards from post-graduate certificate to Masters (MSc and MBA), as well as non-accredited programmes designed for industry clients.

**Job Purpose**

To play a leading role in delivering LUMS suite of programmes in project management, particularly our post-graduate suite of PG Certificate / PG Diploma / MSc in Project Management Practice and full-time MSc in Project Management.

**Main Responsibilities**

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| **Teaching design and delivery:** * Teach and facilitate learning and assessment across a range of programmes and in a variety of settings (face-to-face, blended, e-learning, in-company) including delivering tutorials and supervising post-graduate projects.
* Make effective use of learning technologies and learning support materials
* Develop programmes of study to meet stakeholders’ needs in line with a Work-Based Learning approach and the academic standards of the University.
* Continuously monitor and review own teaching practice.
* Ensure that students’ academic and other learning needs are diagnosed and met, signposting as appropriate to specialist services within the University or workplace.

**Engagement:*** Liaise with appropriate professional bodies to secure and maintain accreditation
* Engage with external organisations to identify and exploit opportunities for new programme development.

**Academic leadership and administration:*** Actively contribute to the design and implementation of new modules and programmes.
* As Programme Director, or module Lead: allocate tasks and provide day-to- day supervision to Senior Associates, technical or academic support staff.
* Contribute to university committees within and beyond the department level as required.
* Manage external contracts to ensure specifications are met.
* Manage expenditure from a programme budget.
* Actively support the wellbeing and development of your colleagues. This includes conducting regular Performance and Development Reviews (PDRs) and providing ongoing guidance to help staff achieve their full potential.

**Scholarship*** Maintain up to date content and methods of teaching, informed by research.
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**Values:** The University recognises and celebrates good employment practice undertaken to address all inequality in higher education whilst promoting the importance and wellbeing for all our colleagues.

We expect all staff to embrace our core values and work positively to support equality, diversity, and inclusion, ensuring that every team member contributes to a supportive, and respectful working environment. Find out what it's like to [work at Lancaster University](https://www.lancaster.ac.uk/jobs), including information on our wide range of employee benefits, support networks and our policies and facilities for a family-friendly workplace.

**For more Manager Support contact the Head of PEML**

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