

**Job Title:** **HR and Hospitality Associate Lecturer**

**Department: BPP University, School of Business**

**Location: London and Manchester**

**Contract: Freelance (term by term basis)**

**Reporting to: Faculty Manager (Associates)**

**Job Background**

The BPP School of Business is recruiting associate faculty to support the delivery and development of programmes across the School. We are looking for highly motivated practitioners with a keen sense of the corporate context, who are excited by the prospect of using their professional expertise to develop careers in higher education.

For this role, we are interested in hearing from practitioners and/or experienced academics who can teach a range of business management related modules on our MSc programmes. We are particularly looking for individuals with experience/expertise to support on the following modules:

* **Hospitality Management**
* **Human Resource Management**

**Job Purpose**

The role of the Associate Lecturers is to deliver innovative and high-quality teaching and learning at undergraduate and post-graduate levels that reflect the current skills and capability requirements of corporate employers. Lecturers must have significant professional / academic experience in their discipline, as well as the enthusiasm to pass their passion for their specialist area on to students, learners, clients and peers.

Associate Lecturers will undertake a variety of duties including, but not restricted to curriculum and content design, assessment development and marking, personal tuition, student cohort and group management, as well as teaching and training activities face to face on Campus in London and Manchester

Our teaching hours are Monday – Thursday (9.00am – 8.00pm) and Friday (9.00am – 6.00pm).

**Key Responsibilities**

1. Maintain a sophisticated understanding of the current skills and capability requirements of corporate industry, including an appreciation of how technology is impacting the workplace, the professions and job roles in their specialisms.
2. Prepare and deliver a high-quality learning experience following preprepared content as well as assessing students work in a marking capacity.
3. Ensure that students are appropriately supported and provided with timely and constructive guidance for their academic development.
4. Accurate and timely record keeping.
5. Ensuring that all academic policies and procedures of the BPP University are adhered to.
6. Bring professional expertise and an understanding of the current corporate landscape into teaching and learning.
7. Working closely with Operational Teams and Module Leaders.
8. Any other duties appropriate to the role.

**Role Requirements**

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|  | **Essential** | **Desirable** |
| **Qualifications** | * A MSc (post-graduate) qualification.
* For those not currently holding either a teaching qualification (PGLCT/PGCE) or a Fellowship of the HEA membership, a proven commitment to achieving them is essential.
 | * A Level 7 (post-graduate) or equivalent qualification;
* Other industry related professional accreditations and/or certifications.
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| **Experience** | * Extensive professional experience in relevant corporate roles.
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| **Skills** | * Excellent written and verbal communication skills;
* Excellent presentation skills;
* The ability to plan, organise and prioritise workload;
* The ability to work well in a team and be collaborative;
* Commerciality;
* Digital literacy;
* Self-motivation.
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| **Values** | * Everybody Matters
* Trust and Respect;
* Stronger Together;
* Embrace Change;
* Student, Learner and Client Centric.
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