

## JOB DESCRIPTION

1. Job Title:	Lecturer in FinTech & Business Analytics (TSR3)
2. Division:	Business, Management, Accounting & Finance
3. Role Code:	TBC
4. HRMS Ref No:	0227-25
5. Term	Fixed Term Contract (12 months) – maternity cover

### 6. Job purpose:

- To provide a supportive learning environment for students to develop graduate level and subject specific skills.
- To coordinate the delivery of undergraduate and postgraduate programmes.
- To develop and implement teaching and learning initiatives.
- To contribute to postgraduate taught programmes and participate in research and research supervision.

You will be responsible to your Head of Division – Business, Management, Accounting & Finance, within Chester Business School in the Faculty of Science, Business and Enterprise. You will undertake teaching, research and administrative duties in your own specialism as well as contributing to the broader areas of the faculty as may be assigned by the Dean or Head of Division. You may already have produced peer-review outputs, or have contributed to conference proceedings, demonstrating an emerging contribution to your chosen academic community. Alternatively, you may have started to develop expertise in an area of scholarship such as developing, implementing and sharing student centric pedagogic materials and techniques or producing and sharing innovative learning resources, tools and guides. You will be expected to engage with internal and external education networks and partnerships and actively pursue funding opportunities for educational collaboration.

Teaching duties (the primary duties of this role) will include Module Leadership, as well as delivering and contributing to modules and programmes across our faculty. You will be responsible for ensuring that the modules or projects, for which you are responsible, are of the highest quality, are research and industry relevant, innovative and, where appropriate, refreshed and enhanced in order to attract new students and markets.

### 7. Background Information:

The University of Chester is a distinctively historic institution, steeped in tradition and proud of its history of 180 years of teaching excellence. We are focused on research informed high quality teaching, with a commitment to developing, business led programmes and support for student achievement. The Business School offers a fully rounded student experience beyond the programme, involving students as active members of the University community, and providing an environment in which learning is supported through a range of facilities, services, activities and communities.

The Business School offers a range of Programmes, including MSc. FinTech & Business Analytics and a variety of Masters Programmes. Alongside this, the Business School has a presence on a global scale and aims to have a positive impact, locally, regionally, nationally and internationally, ensuring we maximise our students' potential.

The successful candidate will be part of our Faculty of Science, Business & Enterprise Team, based at Queen's Park Campus, Chester, in the heart of the historic town. The post holder will deliver and develop our FinTech and Business Analytics related programmes, modules and curriculum. The post-holder will be expected to work closely and flexibly with colleagues and partners from their own and other disciplines, as well as liaising with colleagues based at our other University sites.

8. WORK PERFORMED AND/OR KEY RESULT AREAS:
<p><b>8.1 Communicating Effectively</b></p> <ul style="list-style-type: none"> <li>• To facilitate students' learning through lectures, tutorials and seminars at undergraduate, levels, contributing to post graduate and masters levels.</li> <li>• To produce high quality teaching and learning material to support and develop student learning at undergraduate level and at postgraduate levels.</li> <li>• To write and publish research papers.</li> <li>• To contribute to the writing of course validation documents as required.</li> <li>• To contribute to the cross-Faculty development of curriculum and course materials.</li> </ul>
<p><b>8.2 Leadership and Working Collaboratively</b></p> <ul style="list-style-type: none"> <li>• To exercise academic leadership for larger or more complex programmes with full accountability for planning and organising, co-ordinating the efforts of colleagues to deliver programme objectives.</li> </ul>
<p><b>8.3 Liaison and Networking</b></p> <ul style="list-style-type: none"> <li>• To be an active member of relevant divisional committees.</li> <li>• To initiate and lead short term internal networks for e.g., new foundation degrees, co-ordinating teams of staff from university/division and external examiners; to oversee the development of new courses, write documentation, gain accreditation, and secure approval of new courses.</li> <li>• To chair external networks as required as part of the role.</li> </ul>
<p><b>8.4 Delivering a High-Quality Standard of Service</b></p> <ul style="list-style-type: none"> <li>• To enhance the quality of taught and research programmes at under-graduate and/or postgraduate levels.</li> <li>• To act upon peer observation feedback, student feedback, and external examiner feedback to maintain high quality in learning and teaching.</li> </ul>
<p><b>8.5 Effective Decision Making</b></p> <ul style="list-style-type: none"> <li>• In the context of the role-holder's teaching duties, to make independent decisions on the content of individual learning activities and marking for student assessment purposes, and to provide advice to colleagues on such matters.</li> <li>• To sit on student selection panels as required.</li> <li>• To make collaborative decisions with programme teams on the content of taught and</li> </ul>

<p>research programmes at undergraduate and/or postgraduate levels.</p> <ul style="list-style-type: none"> <li>• To provide advice on issues such as malpractice and other assessment issues which will impact on the students, and to ensure consistency across divisions.</li> </ul>
<p><b>8.6 Planning and Organising Self and Others</b></p> <ul style="list-style-type: none"> <li>• To undertake elements of divisional leadership in areas such as organisation of staff development activities, programme leadership, assessment, students with specific learning needs, use of technology to support learning, or curriculum or student development roles.</li> <li>• To act as module and programme leader as required, co-ordinating the work of module/programme team to ensure modules are delivered to the standards required &amp; co-ordinate the work of colleagues to identify &amp; respond to students' needs.</li> <li>• To make significant and sustained contributions to the management of the subject area, including planning and resource allocation, policy development and improvement of procedures.</li> <li>• To contribute to cross-Faculty programme organisation, contributing to strategic decisions as required.</li> <li>• To be responsible for the co-ordination of administrative duties in areas such as admissions, timetabling, examinations, assessment of progress &amp; student attendance.</li> </ul>
<p><b>8.7 Innovation and Improvement (Effective Problem Solving)</b></p> <ul style="list-style-type: none"> <li>• To deal with problems e.g., a students' academic progress and personal issues (e.g. responding to needs of students with learning difficulties through referral to the appropriate support divisions within the University).</li> <li>• To design new modules as required.</li> <li>• To develop suites of new modules and contribute to overall programme design.</li> <li>• To devise new programmes of study to meet market demand and academic advancement in the subject or to resolve problems of poor recruitment or retention if required.</li> <li>• To work with others to develop ideas for generating income and promoting the subject.</li> </ul>
<p><b>8.8 Analysis and Research</b></p> <ul style="list-style-type: none"> <li>• To have an active involvement in research, in line with the division's research strategy, including presenting at conferences, publication in journals etc at least once per year.</li> <li>• To research teaching materials and to identify and utilise current best practice in the relevant subject area.</li> <li>• To conduct subject specific research and scholarship as appropriate, engaging in pedagogical research and implementing results to develop the learning and assessment process and the learning environment.</li> </ul>
<p><b>8.9 Sensory and Physical Demands</b></p> <ul style="list-style-type: none"> <li>• Standard office environment and equipment.</li> </ul>
<p><b>8.10 Work Environment</b></p>

<ul style="list-style-type: none"> <li>To be responsible for the health and safety of students in their immediate working environment, conducting risk assessments as required.</li> </ul>
<b>8.11 Pastoral Care and Welfare</b> <ul style="list-style-type: none"> <li>To deal with sensitive issues concerning students and provide support.</li> <li>To act as a Personal Academic Tutor (PAT).</li> <li>To take responsibility for dealing with referred issues for students within own programmes.</li> </ul>
<b>8.12 Team Development</b> <ul style="list-style-type: none"> <li>To undertake peer mentoring and review of colleagues.</li> <li>Support the learning of colleagues through coaching and mentoring.</li> </ul>
<b>8.13 Teaching and Learning Support</b> <ul style="list-style-type: none"> <li>To design inductions to modules and programmes for students, adapting delivery to suit learners' needs.</li> <li>To design and deliver one off lectures or workshops as required, providing feedback on performance.</li> <li>To develop and design course content and materials on a long-term basis, ensuring compliance with the quality standards and regulations of the University and division.</li> <li>To conduct seminars and tutorials, introducing new methods of delivery where required, and to supervise students at all levels across the breadth and depth of the subject area.</li> <li>To assess students' overall performance, through setting/ marking programme work, practical sessions, supervisions, fieldwork and examinations, providing appropriate feedback to students.</li> <li>Responsible for the overall quality auditing of course provision to identify areas where current provision needs revision or improvement.</li> <li>To contribute to overall curriculum development and course design in specific area of curriculum.</li> </ul>
<b>8.14 Knowledge and Experience</b> <b>Qualifications:</b> Please see Person Specification below. <b>Experience:</b> Please see Person Specification below. <b>Skills/Attributes:</b> Please see Person Specification below.
<b>8.15 General</b> <ul style="list-style-type: none"> <li>To undertake any other duties commensurate with your grade, and/or hours of work, as may reasonably be required of you.</li> <li>To take responsibility for upholding and complying with the University's Equality and Diversity policies and for behaving in ways that are consistent with fair and equal treatment for all.</li> <li>To comply with all University Health and Safety policies.</li> </ul>

**Person Specification:**

The person specification details the qualifications, skills, experience or other attributes needed to perform the job.

<b>Essential requirements (E)</b>
These are those, without which, a candidate would not be able to do the job. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the shortlisting stage.
<b>Desirable requirements (D)</b>
These are those that would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.
<b>Method of identification</b>
This is where the selection panel will match the candidate's skills and abilities to the required criteria outlined (i.e., application form <b>(A)</b> , interview/Test <b>(I)</b> , Pre-Employment Checks <b>(P)</b> )

Section Criteria	Essential (E) or Desirable (D)	Accessed via
<b>Qualifications</b>		
Good undergraduate degree (or equivalent level qualification)	E	A/P
Professional FinTech & Business Analytics qualifications	D	A/P
Masters level qualification	E	A/P
PG Cert in Learning and Teaching in Higher Education or Fellowship of HEA (or willingness to work towards)	E	A/P
PhD (or willingness to achieve this within an agreed timescale)	E	A/P
<b>Proven Experience:</b>		
Must have suitable expertise to deliver lectures in Data Analytics, FinTech & Business Analytics, Finance or Banking related modules.	D	A/I
Previous teaching experience in Higher Education or practical experience from industry relevant to FinTech & Business Analytics	D	A/I
Proven and sustained track record of contribution to the development of policy and practice in teaching and learning support.	E	A/I
Demonstration of an advanced level of subject knowledge and of being an externally regarded teacher or scholar within the area of FinTech & Business Analytics	E	A/I
An ability to keep abreast of, and lead developments in teaching and scholarship FinTech & Business Analytics, demonstrated through e.g., attendance at conferences, external contacts and, where appropriate, publication of research.	E	A/I
<b>Delivering academic and service excellence:</b>		
An ability to support students both academically and pastorally.	E	A/I
<b>Managing self and inspiring others:</b>		
An ability to lead and/or work as part of a team (within UK HE).	E	A/I
Organisational and administrative skills.	E	A/I
IT skills – the use of Teams, EndNote, Office Packages, Canva, etc.	E	A/I
<b>Working together:</b>		
An awareness of diversity and inclusion within the workplace and in an educational context	E	A/I
<b>Organisational and stakeholder awareness:</b>		
Commercial Awareness	E	A/I

**UNIVERSITY OF CHESTER**  
**FACULTY OF SCIENCE, BUSINESS & ENTERPRISE:**  
**DIVISION OF BUSINESS, MANAGEMENT ACCOUNTING & FINANCE**

**LECTURER IN FINTECH & BUSINESS ANALYTICS**  
**FULL TIME, FIXED TERM MATERNITY COVER ROLE**

**SALARY SCALE**

**TSR 3**, points 35 – 39, £39,355 - £42,882 per annum.

**RESIDENCE REQUIREMENT**

It is a requirement of this post that within 12 months of appointment, the post-holder should live within a 30-mile radius or within a one hour travelling time by public transport from the University.

**HOLIDAY ENTITLEMENT**

35 days per annum. In the annual leave year in which employment commences annual leave entitlement will accrue on a pro-rata basis for each completed calendar month of service. Two extra statutory days during the Christmas period.

**MEDICAL EXAMINATION**

The successful candidate will be required to complete an Occupational Health Questionnaire and may also be required to undergo a medical examination.

**ESSENTIAL CERTIFICATES**

Short-listed candidates will be asked to bring to interview, proof of qualification as outlined on the Job Description and Person Specification provided. Upon appointment, copies of essential certificates will be required by HRM Services.

**DISCLOSURE & BARRING SERVICE CHECKS**

The successful applicant will have to undergo a DBS check before an appointment can be made.

**PENSION SCHEME**

All academic staff will be enrolled in the Teachers' Pension Scheme from their first day of employment, in accordance with the scheme rules. If staff do not wish to remain a member of the scheme, they will be entitled to opt out after enrolment.

**EQUAL OPPORTUNITIES**

The University has a policy of equal opportunity aimed at treating all applicants for employment fairly.

**SMOKING POLICY**

The University operates a No-Smoking policy.

**PROBATIONARY PERIOD**

A twelve months' probationary period applies to all Academic posts.