

## **Job Descriptions and Person Specifications**

**Associate Lecturer**  
**Lecturer**  
**Senior Lecturer**

**Job Title:** Associate Lecturer in.....  
**Campus:** Mauritius  
**Contract Terms:** Three year renewable contract in the first instance  
Local terms and conditions apply  
**Line Manager:** Associate Director Academic  
**Employer:** Middlesex University Mauritius Branch Campus

### **Role Summary:**

The role will typically be held by an emerging academic and graduate with a postgraduate or professional qualification in (add relevant discipline). The role will provide support to academic staff and focus on enhancing the student learning and teaching experience. The Associate Lecturer will work with and as a member of an established academic team.

### **Overall Purpose**

- To facilitate student learning and teaching and learning activities in a variety of learning environments (physical and/virtual).
- To provide appropriate advice and/or support to students to promote effective learning.
- To act as module co-ordinator for UG modules when appropriate

### **Main responsibilities**

#### **Learning and teaching**

- Deliver classes/seminars/workshops within an established course and academic team.
- Supervise learning activities, including practical work. Coach students face to face and online and contribute to assessment activities and feedback.
- Develop learning resources and participate in other activities such as visits to internships and invigilation.
- Support IT teaching sessions in other programme areas

#### **Administration and management** □

- Maintain student attendance and assessment records as appropriate.
- Contribute to effective and efficient running of IT programmes.

#### **Research, Professional Practice and Scholarly Activity**

- Engage in relevant professional practice to support personal development
- Assist with research to support personal and professional development.

**Other Duties:** The above duties above are not exclusive or exhaustive and working as part of the Campus Team, the post holder will be expected to provide cover and assistance when necessary and participate within the team as requested.

Other tasks that may be required by the Campus Director/Associate Director Academic, with particular reference to major events such as induction, enrolment, examination invigilation and graduation ceremonies, when all staff are expected to participate.

### **PERSON SPECIFICATION**

**Post Title: Associate Lecturer in**

## **Knowledge, Skills and Experience**

### **Essential Requirements**

- Academic qualifications and experience in relevant discipline (normally a postgraduate degree and / or relevant professional qualification).
- Experience of supporting student learning in an educational or professional capacity
- Proven ability to deal sympathetically and supportively to students with an awareness of cultural issues
- Proven ability to organize and prioritize work demands to meet deadlines with a minimum of supervision, and to work proactively within the Campus
- Proven ability to work through heavy workloads, to take independent action and decisions and to take delegated tasks through to completion
- Ability to communicate effectively at all levels, orally and in writing
- Ability to exercise considerable tact and diplomacy
- Excellent written and spoken English

### **Desirable Requirements**

- Experience of UK higher education assessment practices including giving effective feedback
- Understanding of relevant academic professional practice.

The post holder should actively follow Middlesex University policies and procedures and maintain an awareness and observation of Fire and Health & Safety Regulations.

**Hours:** The duties and responsibilities of an Associate Lecturer are wide-ranging. You will be expected to work hours as are reasonably necessary in order to fulfil your duties and responsibilities.

**Leave:** 21 days annual leave for one full year of service, plus 22 days local leave after one full year of service for full time staff.  
Statutory public holidays as decreed locally

**Flexibility:** Please note that given the need for flexibility in order to meet the changing requirements of the University, the duties and location of this post and the role of the post-holder may be changed after consultation. The balance of duties may vary over time and will be reviewed as part of the appraisal process.

### **Postgraduate Certificate in Higher Education**

Staff who do not hold a teaching qualification in Higher Education may be required to undertake a PGCHE on appointment.

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### **Overall Purpose:**

To work collaboratively as part of a team of academic, technical and administrative colleagues to facilitate learning in the University to the highest quality through teaching, administration and academic advisory work and ensure an outstanding student learning experience. Contribute to curriculum development and to the research / knowledge transfer profile of the University, through high quality research, publication and/or professional practice.

### **Principal Duties:**

The balance of duties may vary over time and will be reviewed as part of the appraisal process.

### **Teaching and Learning**

To contribute to learning, teaching, assessment and ongoing curriculum development by involvement as part of a team through:

- the design, preparation and development of module teaching materials;
- the provision of high quality teaching, assessment and support for students' learning on designated modules at all levels;
- the delivery of modules through lectures, seminars, workshops, tutorials and other learning situations;
- assessing modules and preparing and providing feedback;
- participating in the quality enhancement of learning, teaching and assessment activities within the framework of the University's quality enhancement processes and assessment regulations;
- liaise closely with teaching, technical and administrative staff as appropriate to ensure a quality teaching and learning environment;
- invigilation, assessment administration and attending progression boards;
- adopting a reflective approach towards the development of own practice;
- giving effective advice, guidance and feedback to students to support their academic progress and referring students to support services as appropriate;
- the management of own teaching and administrative activities.

### **Academic Advice**

To give advice and guidance to students to support their academic progress through the University. This entails acquiring a broad understanding of the philosophy and operation of the academic structure, detailed understanding of the assessment regulations and procedures and curriculum design principles.

### **Curriculum Development**

- Contribute to and assist in curriculum development and in reviewing and reforming modules, subjects and programmes with Schools.

### **Leadership, management and administration**

- To liaise with and assist others in the administration and management of modules, programmes and other learning activities.
- To contribute to the administration of the academic programme at campus level. This may include undertaking tasks associated with student recruitment, open days, induction and programme planning; involvement in assessment boards, course development teams etc.
- To assume a designated leadership role in the relevant academic area as required. This may include the role of Module Co-ordinator and/or Programme Co-ordinator.
- To undertake personal administrative work, this includes use of University data management and communication systems.

### **Research, Scholarship and Consultancy**

- To undertake personal research and/or scholarly activities and/or consultancy contributing to the Campus and University profile.
- To supervise students' scholarship and research activities.
- To keep abreast of the post holder's subject area.
- To undertake continuous professional development and participate in staff development and training activities to update and enhance skills.

### **General Functions**

- To participate in the University staff appraisal scheme and other relevant activities.
- To attend meetings and committees as appropriate/as requested by the Head of Campus
- Undertake such duties as may be reasonably be requested by the Head of Campus.

### **Flexibility**

Please note that, given the need for flexibility in order to meet changing requirements, the duties/location of this post and the role of the post holder may be changed after consultation.

### **Working Environment**

The University has a No Smoking policy.

The University is working towards Equality of Opportunity.

## PERSON SPECIFICATION

**Post Title:** Lecturer in  
**Campus:** Middlesex University Mauritius Campus

Criteria Headings	Essential	Desirable
<b>Education/ Training</b>	<ul style="list-style-type: none"> <li>• Undergraduate degree in</li> <li>• Postgraduate qualification in relevant discipline</li> <li>• Knowledge of research and scholarship in relevant subject areas</li> <li>• Familiar with core curriculum of relevant subject areas</li> </ul>	<ul style="list-style-type: none"> <li>• Doctorate</li> <li>• Professional qualification</li> <li>• Professional teaching qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Some experience of teaching in relevant areas within a HE Institution with evidence of successful learning outcomes or relevant professional experience</li> <li>• Good research record or evidence of research potential or industry experience</li> </ul>	<ul style="list-style-type: none"> <li>• Experience with learning technologies (VLEs)</li> <li>• Experience as Module Leader at either UG or PGT level in a HE Institution</li> <li>• Experience of presentation at academic conferences or similar settings</li> <li>• Evidence of research performance and research outputs of international standard</li> </ul>
<b>Skills / Aptitudes/ Competencies</b>	<ul style="list-style-type: none"> <li>• Effective communication, presentation and interpersonal skills</li> <li>• Ability to teach at UG, PG and professional level</li> <li>• Ability to initiate work independently</li> <li>• Ability to support and guide students</li> <li>• Ability to communicate research findings to appropriate audiences</li> <li>• Ability to prioritize and respond effectively to new situations and problems</li> <li>• Ability and willingness to work as part of a team on teaching programmes and other school/campus initiatives</li> <li>• Ability to develop effective working relationships with a wide variety of colleagues, both within and outside the University Sector</li> </ul>	<ul style="list-style-type: none"> <li>• Excellent presentational skills.</li> <li>• Capable of organising and leading projects (including but not limited to academic programmes).</li> </ul>

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**Employer:** Middlesex University Mauritius Branch Campus (

**Overall Purpose:** To operate effectively as part of a team of academic, technical and administrative colleagues to facilitate learning in the University to the highest quality through teaching, administration and academic advisory work. Contribute to curriculum development and undertake research and/or consultancy.

### **Principal Duties:**

#### **Learning and Teaching**

To contribute to teaching and learning through:

- Delivery of high quality teaching to students at undergraduate and postgraduate level
- Identification of best and innovative practices in learning and teaching and build them into personal teaching practice
- Ensuring that personal research and knowledge of the field inform personal teaching practice
- Contributing actively to initiatives which identify new and best practice in teaching and learning and promote it across the campus and institution
- Taking lead responsibility for a programme area, subject or course, as required
- Enhancing student experience and outcomes
- Providing advice and guidance to students to support their academic progress through the University. This entails acquiring a broad understanding of the philosophy and operation of the academic structure, detailed understanding of the assessment regulations and procedures.
- Close liaison with teaching, technical and administrative staff as appropriate to ensure a quality teaching and learning environment.

#### **Academic Leadership and Management**

- Lead learning and teaching activities in a particular area as agreed, e.g. programme leadership
- Manage research and knowledge transfer activity – e.g. a self-contained project or a strand of a broader programme
- Contribute to cross-Campus activities, such as student recruitment, induction, assessment, national and international partnerships etc
- Advise and coach colleagues
- Manage allocated people and resources if required
- Undertake other activities, as required including personal administrative work, which includes filing, word processing, and using the student database (MISIS).

#### **Research, Scholarship and Consultancy**

- Undertake personal research and/or scholarly activities and/or consultancy contributing to the Campus and University profile.
- Jointly or independently, develop bids for and secure competitive funding for research and knowledge transfer projects
- Contribute to team activity and where appropriate lead on major research and knowledge transfer projects
- Maintain a research profile, including outputs, normally of high international standing
- Demonstrate commitment to making an impact on society, based on research and knowledge transfer

- Supervise Masters and Doctoral students.

### **General Functions**

- To participate in the University staff appraisal scheme and other relevant activities.
- To attend meetings and committees as appropriate.
- To undertake any other duties as shall be reasonably requested.

### **Flexibility**

Please note that, given the need for flexibility in order to meet changing requirements, the duties of this post and the role of the post holder may be changed after consultation.

### **Working Environment**

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<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of teaching in relevant areas within a HE Institution with evidence of successful learning outcomes or relevant professional experience</li> <li>• Experience of using and promoting technology enhanced learning to innovate practice</li> <li>• Experience as Module Leader at either UG or PGT level in a HE Institution</li> <li>• Evidence of research performance and research outputs of international standard /evidence of leadership in professional practice</li> <li>• Experience of presentation at academic conferences or similar settings</li> </ul>	
<b>Skills Aptitudes/ Competencies</b>	<ul style="list-style-type: none"> <li>• Developed and effective communication, presentation and interpersonal skills</li> <li>• Ability to initiate work independently and teach and support and guide students and other academic's at all levels</li> <li>• Excellent presentational skills with the ability to communicate research findings to appropriate audiences</li> <li>• Capable of organising and leading projects (including but not limited to academic programmes) with the ability to prioritize and respond effectively to new situations and problems</li> <li>• Ability lead and to work as part of a team on teaching programmes and other school/campus initiatives</li> <li>• Ability to develop effective working relationships with a wide variety of colleagues, both within and outside the University Sector</li> </ul>	<ul style="list-style-type: none"> <li>• Contemporary (within the last three years) evidence of positive impact as a leader, either in learning and teaching, research or professional practice</li> </ul>