



Academic

**JOB DESCRIPTION**

**POST:** Lecturer in Sports Business & Sports Broadcasting

**LOCATION:** UCFB Wembley, London

**SALARY/GRADE:** £36,000 - £40,000 per annum, depending upon qualifications and experience (*plus a 10% London Weighting allowance if applicable*)

**RESPONSIBLE TO:** Head of Academics (Undergraduate) - Wembley

**POST OBJECTIVES:** To teach on a programme of study and to maintain teaching and learning standards to deliver an excellent student experience

**KEY TASKS**

- To teach on designated modules and programme of study as the Head/ Assistant Head of Academics may specify
- Maintain academic standards and adhere to the programme and module specifications
- Design and deliver teaching materials at undergraduate and postgraduate levels, including contributing to the curriculum review and enhancement, in a manner that supports and focuses on student learning outcomes
  - i. Preparation and delivery of modules-lectures and seminar materials at various levels
  - ii. Challenge thinking and foster debate to develop the ability for students to engage in critical discourse and rational thinking, stimulating excellence
  - iii. Identify learning needs of students and define appropriate learning objectives
  - iv. Supervise the work of students- including student project, field trips, and where appropriate, placement- and provide advice on study skills
- Undertake student assessments and examination activities including the provision of appropriate feedback to students
  - i. Marking, assessing and moderation of students' work
- Engage in continuous professional development
  - i. Develop familiarity with a variety of strategies to promote and assess learning

- ii. Have in-depth understanding of own specialism to enable the development of new knowledge and understanding within the field
  - iii. Balance the pressures of teaching, personal research and administrative demands and competing deadlines
- To participate in the department seminars aimed at knowledge sharing and building interdisciplinary collaboration within and outside the department
  - i. Act as a responsible team member and develop productive working relationships with other members of staff
  - ii. Participate in and develop external networks that promote UCFB and contribute to and build relationships for future activities
  - iii. Collaborate with colleagues on the development and implementation of assessment procedures
- Be responsible for the pastoral care of students within a specified area
  - i. Act as personal tutor, providing first line support
  - ii. Refer students to appropriate services providing further help (student services)
- Achieve key academic performance indicators, attendance, retention and achievement
- Report to the programme leader on programme performance and progress
- Maintain high levels of student satisfaction rates
- Complete module review and evaluation
- To undertake appropriate staff development and professional training in line with the business objectives of UCFB
- Participate in research and personal professional development
- To work within the policies of Health and Safety and Equal Opportunities
- To work flexibly and responsibly and undertake any other duties relevant to the level of the post

**Person Specification**

| <b>HEI:</b> UCFB                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Location:</b> UCFB Wembley Campus                                                                                                                                                                                                       |                               |
|--------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| <b>Department:</b> Academic – Sport Broadcasting |                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Responsible To:</b> Head of Academics (Undergraduate) - Wembley                                                                                                                                                                         |                               |
| <b>REQUIREMENTS</b>                              | <b>ESSENTIAL</b>                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>DESIRABLE</b>                                                                                                                                                                                                                           | <b>METHOD OF ASSESSMENT *</b> |
| <b>1. Qualifications and Training</b>            | Undergraduate degree and Masters degrees in disciplines relevant to broadcasting                                                                                                                                                                                                                                                                                                                                                                        | PhD or near Completion<br><br>HEA Membership<br><br>Teaching qualification<br><br>Relevant Professional Qualifications                                                                                                                     | 1                             |
| <b>2. Previous Work Experience</b>               | 2 or more years of hands-on industry experience within broadcast production<br><br>2 or more years teaching and learning experience in a UK Higher Education Institution                                                                                                                                                                                                                                                                                | Extensive teaching and learning experience in UK HE<br><br>Module leadership experience<br><br>Experience of project supervision for taught UG and PG programmes<br><br>Industry relevant experience within one of the core areas detailed | 1, 2 & 4                      |
| <b>3. Knowledge of core areas</b>                | Ability to teach 2 or more of the following areas: <ul style="list-style-type: none"> <li>• Storytelling for a broadcast audience, ranging from news to long-form feature and documentary</li> <li>• Capability to record own video and audio content on industry-standard equipment</li> <li>• Edit narratives in video on Adobe Premiere Pro and in audio on Adobe Audition/Audacity</li> <li>• Mobile journalism employing new technology</li> </ul> | Ability to teach across the UCFB portfolio at UG, PG and professional levels.                                                                                                                                                              | 1, 2 & 4                      |

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|                                      | <ul style="list-style-type: none"> <li>• Broadcast regulation with an understanding of legal and ethical issues</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                    |          |
| <b>4. Specialist knowledge areas</b> | <p>Ability to contextualise Broadcast Journalism for sports business and related disciplines including:</p> <ul style="list-style-type: none"> <li>• Good network of contacts within the sport broadcasting industry that can be used to enrich the learning experience of students</li> <li>• An understanding of how to use industry-focused live projects to enhance the learning experience of students</li> <li>• Familiarity with the operation of a modern TV studio (we use a Black Magic Design TV studio) <ul style="list-style-type: none"> <li>• Embrace advances in digital technology: How is professional content produced on smartphones? What does the future hold for sport broadcasting?</li> </ul> </li> </ul> | Ability to lead modules/ programmes                                                                                                                                                | 1, 2 & 4 |
| <b>5. Student experience</b>         | Ability to provide a high quality student learning experience (e.g. via large group sessions, small group sessions, supervision & pastoral support)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Demonstrate innovation & creativity in developing resources to support student learning utilising a variety of teaching styles and where applicable innovative use of technologies | 1, 2 & 4 |

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| <b>6. Quality Assurance</b>                    | Ability to implement quality assurance processes                                                                                                                                                                                                                                                                           | Ability to complete HE Quality Assurance documents to meet internal and external expectations<br><br>Experience as an External Examiner                                                                                              | 1, 2 & 4    |
| <b>7. Specific Skills / Abilities required</b> | Ability to work effectively in a fast paced and busy environment to meet set objectives<br><br>Excellent communication skills<br><br>Excellent IT skills<br><br>Excellent time management skills<br><br>Ability to work on your own initiative<br><br>Effective team-working skills<br><br>Excellent report writing skills | Ability to provide academic leadership in development of new modules/programmes<br><br>Knowledge of the challenges faced by HE providers<br><br>Ability to develop original and impactful research/projects within football business | 1, 2, 3 & 4 |
| <b>8. Motivation / Attitude</b>                | Professional approach to work<br><br>Reliable<br><br>Excellent Organisational Skills<br><br>Flexibility<br><br>Excellent interpersonal skills<br><br>Attention to detail<br><br>Commitment to following UCFB's ethos and equal opportunities policies                                                                      |                                                                                                                                                                                                                                      | 1, 2 & 4    |

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| <b>9. UCFB Values</b> | Always trying to be the best you can<br><br>Attention to detail<br><br>Equitable<br><br>Honesty<br><br>Integrity<br><br>Loyalty<br><br>Respect |  | 1 & 3 |
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**\*1=Application form; 2=Interview; 3=Test/Presentation; 4=Documentary evidence; 5=Other**

### **Terms and Conditions of Employment relevant to post**

- Job title: Lecturer in Sports Business & Sports Broadcasting
- Hours: 8:30am – 5:00pm, Full Time
- Salary: £36,000 - £40,000 per annum, depending upon qualifications and experience (*plus a 10% London Weighting allowance if applicable*)
- Work base: Normally, UCFB Wembley but any of UCFB's premises as may be required
- Holidays: 33 days paid holiday, including the usual public holidays in England & Wales
- Benefits: Christmas/ New Year closure period (10 discretionary days inclusive of bank holidays), cycle to work, Perkbox, birthday day off, annual staff events, pension (statutory auto enrolment scheme), occupational maternity/ paternity pay after qualifying period

#### **Subject to:**

*Satisfactory DBS check*

*Satisfactory completion of the Probationary period – 6 months*

*Compliance with Asylum and Immigration Act 1996 and Immigration Asylum and Nationality Act 2006*

*Evidence of stated qualifications relevant to the post*

*Evidence of membership of relevant professional bodies as stipulated by the post*

*Not being subject to a Football Banning Order or any lawful prohibition on entering a football stadium in the UK*