

# Visiting Lecturer in Business/ Residential Estate Agency

## Job Description

### The Role

**Job title:** Visiting Lecturers

**Department:** Land and Property Management

**Responsible to:** Dean of Land and Property Management

**Location:** Swindon and Cirencester

**Salary:** £39.80 / teaching hour and £20.00 / marking hour

**Working hours:** As described below

**Responsibility for:** Teaching preparation, delivery and assessment in the relevant subject area

### Key responsibilities

We are seeking professional and passionate individuals with relevant subject expertise to teach on our Business & Enterprise, and Residential Estate Agency Foundation Degree programmes primarily at our Swindon Campus.

From September 2024 we are expecting to have several Visiting Lecturer opportunities for the delivery of modules on our FdSc Business & Enterprise and FdSc Residential Estate Agency programmes. Opportunities will either be for 1) Module leaders, or 2) Guest Lecturers. Successful applicants have the opportunity to deliver up to four modules as Module Leaders (0.4 FTE). It is intended that teaching will be consolidated over two whole days, for example Monday and Tuesdays:

1. **Module Leader:** including preparation, delivery & marking: Delivery will be at our Swindon or Cirencester campus for half day per week for 12 weeks (0.1 FTE). For each module visiting lecturers would be paid for 50 teaching hours plus 20 marking hours. Travel costs are not normally claimable for module leaders.
2. **Guest Lecturer:** Preparation and delivery of Expert sessions. For each half day teaching session at either Swindon or Cirencester, each visiting lecturer would be paid for 4 teaching hours. Under exceptional circumstances travel costs may be available for guest lecturers with specialist expertise.

We will require visiting lecturers for the following modules: Entrepreneurship, Business Finance, Marketing, Business Informatics, People and Organisations, Land and Property Markets and valuation, Property Transactions and Law.

All Visiting Lecturers are required to articulate subject material in a way that will enable students to demonstrate an understanding of the subject areas through contextualization and critical analysis of case studies and scenarios in the context of their subject area. Successful applicants will also contribute to the management, administration and coordination of parts of the teaching programme and its development including supporting other colleagues with programme and module development.

Successful applicants will be offered a no obligation zero-hours contract enabling them to provide future teaching services as the need arises across the RAU teaching portfolio.

We are also welcoming applications from previous Visiting Lecturers so that we can ensure our database of potential visiting lecturers has been updated in alignment with your subject specialism. Those with practical business experience would be particularly welcomed to impart the authentic real-world experience that is highly valued by our students.

Successful applications that have not already achieved a relevant teaching qualification for Higher Education or Qualified Teacher Status will be supported, where relevant, to attain the Post Graduate Certificate in Academic Practice (PGCAP) or equivalent within two years of appointment in the role. Visiting lecturers will not be paid for time taken to study for this programme but all reasonable fees associated with the qualification will be provided for.

As part of the application process, suitable applicants asked to interview (either in person or online) where we will ask you to demonstrate your teaching skills by preparing and delivering a suitable presentation and to provide a summary of your subject specific academic, business and technical expertise.

## General responsibilities:

- The University is committed to equality of opportunity. All staff are required to comply with current legislation, University policies and good practice guidance.
- All staff are required to act in a way that safeguards the health and wellbeing of children and vulnerable adults at all times. The post holder must be familiar with and adhere to appropriate safeguarding policies and guidance and participate in related mandatory/statutory training. Managers have a responsibility to ensure their team members understand their individual responsibilities with regard to safeguarding children and vulnerable adults.
- All staff are required to participate in the University appraisal process and should ensure they are familiar with the process and plan time to prepare for their appraisal. Following the appraisal, staff are expected to undertake in any necessary learning and development and work towards the objectives that have been set.
- The University expects staff to attend any training designated as mandatory and to undertake learning and development activities to support their role. Managers must facilitate learning and development within their teams.
- It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and that restricted information or highly restricted information to which they have access remains confidential during and after their employment at Royal Agricultural University. All staff must undergo appropriate data protection training as required.
- All absence from work must be reported in accordance with the University's absence procedures and recorded on iTrent.

- The University acknowledges its responsibility to provide a safe, smoke free environment, to its employees, service users and visitors. It is the policy of the University not to allow smoking on University premises other than in specifically designated areas.

## University Values

As a University we have chosen five values to underpin our learning community. These are the values which we will all work by and for which we want the RAU to be known. We are:

- Collaborative - we believe in the power of working together. We are stronger as a community of practice - inspiring each other, identifying shared goals, and providing reciprocal support leads to greater success.
- Open-Minded - we are receptive to new ideas and we value the diversity of experiences and skills. We are committed to listening to everyone across the RAU community.
- Resourceful - we adopt creative approaches to achieve our goals while setting higher standards, promoting professionalism and sustainability.
- Responsible - individually and collectively we take accountability for our actions working with integrity to achieve the highest ethical standards.
- Inclusive - we acknowledge the fundamental value and dignity of all individuals and are committed to maintaining an environment that seeks to eliminate all forms of discrimination and respects diverse traditions, heritages, and experiences.

## Person Specification

<b>Requirements</b> The post holder must be able to demonstrate:	<b>Essential (E) or Desirable (D)</b>
<b>Teaching:</b>	
Ability to engage the interest and enthusiasm of students and inspire them to develop as independent learners	E
Postgraduate teaching qualification and Fellowship of the Higher Education Academy (or willingness to achieve within two years of appointment).	D
Experience of undergraduate and / or post graduate teaching	D
Experience of design and quality control of modules, course programmes / specifications and innovative assessment methods	D
<b>Research, Knowledge Exchange &amp; Scholarship:</b>	
Degree in a relevant discipline	E
PhD qualification or Higher Degree in a relevant subject area	D

Experience of the academic research process including grant writing and academic publications	D
<b>Industry and Professional experience:</b>	
Excellent interpersonal, verbal and written communication skills	E
Membership of relevant professional body	D
Experience of relevant industry or technical subject specific expertise	D

## Application Procedure

If you are interested in applying for this role, please send:

- University [Application Form](#) together with the [Equal Opportunities Monitoring Form](#) available on the University website [www.rau.ac.uk](http://www.rau.ac.uk) – you may attach your up to date CV if you wish to add additional information.
- Details of two referees who must be people who can comment authoritatively on you as a person and as an employee in relation to the level of the post, and must include your current or most recent employer or their representative.
- Please forward to the HR Team, Royal Agricultural University, Cirencester, Gloucestershire, GL7 6JS or via email to [jobs@rau.ac.uk](mailto:jobs@rau.ac.uk) stating where you saw the advert for the role
- Informal enquiries can be made to Professor Duncan Westbury, Dean of Land & Property Management: [Duncan.Westbury@rau.ac.uk](mailto:Duncan.Westbury@rau.ac.uk)
- **Closing date:** 9 June 2024 with **Interviews on:** 28 June 2024
- Should you be selected for interview please be aware that we are unable to reimburse interview expenses.

**The RAU is an equal opportunities employer and we particularly welcome applications from black and minority ethnic candidates as they are underrepresented within the RAU at this level.**