

Postdoctoral International Teaching Fellow in Real Estate Valuation and Finance

RAU BSc Real Estate Degree Programme, Shandong Agricultural
University, P.R. China

Candidate Information Pack – June 2022



The Role

Job title: Postdoctoral International Teaching Fellow in Real Estate Valuation and Finance

Department: School of Real Estate and Land Management

Responsible to: Head of School

Location: Shandong Agricultural University, China and RAU, Cirencester

Salary: Grade 7 - £30,497 - £36,382 dependant on experience

Term: Full-time; Fixed-term – 3-year contract

Responsibility for: Teaching, supervision, assessment and associated student support activities in the area of real estate finance, valuation, economics and marketing on RAU's BSc Real Estate double degree programme at Shandong Agricultural University (SDAU), China. Potential for developing collaborative research projects with colleagues at SDAU.

The Purpose

- The main purpose of the role is to teach a number of modules on-site at the RAU's partner university in China. Subject to Covid and any other travel restrictions, this will involve face to face lectures, seminars, tutorials, case studies, project work and marking student assignments. Materials for the modules, including lectures and associated resources, will generally be pre-prepared by RAU staff, with your role being to enhance student learning and experience through the development of additional materials and resources, seminars, case studies, group work, etc. You will also have the opportunity to develop and deliver your own module material. As such you will be expected to engage in the scholarship required to maintain and develop your knowledge of the sector.
- You should expect to be resident in China for two semesters, each of approx. 12-15 weeks duration, per year. You will be provided with free staff accommodation on campus at SDAU, two round trips per annum, suitable health insurance and visa and other related expenses. Outside of the semesters you have flexibility in where you are based, subject to agreement with your line manager.
- Appointees are expected to support a range of real estate modules on our undergraduate programme offered at SDAU. Key to this will be liaising with relevant RAU module leaders and programme managers (based at Cirencester). As such you will have an opportunity to help shape and deliver the curriculum, particularly in terms of engaging students in a range of pedagogical and support activities.
- You will possess an excellent understanding of the subject area gained from relevant academic and professional experience. You will have an ability to communicate this knowledge to others, particularly in small groups. You should be able to demonstrate an empathy for students and a wish to develop the student experience, particularly through face-to-face teaching. You will either have a teaching qualification, or be willing to gain one while working at SDAU. Experience of teaching in the Higher Education Sector would be an advantage.
- Reporting to the RAU programme team, you will undertake some academic tutorial work with students. Tutorial duties will include enhancing students' academic skills, research skills and employability.

- You will be expected to support visits to SDAU by Programme Managers and other senior members of RAU staff. This will include making provision for intensive teaching sessions and other associated pedagogic activities.
- You will be allocated time to develop your research and research outputs, with the potential to collaborate with both RAU and Chinese colleagues.

Key Responsibilities

1. TEACHING AND ASSESSMENT

- Deliver teaching through tutorials, seminars, field excursions, practical exercises and other modes of delivery to undergraduate students in the Joint Institute.
- Support the development of RAU/SDAU's teaching programmes in the area of Real Estate to ensure that they are cutting edge and embrace the latest innovations in teaching and learning.
- Deliver and mark a range of assessments, as required by programme specifications.
- Supervise undergraduate student dissertations.
- Create student awareness of current professional practice through visits, case studies and visiting speakers.
- Provide academic and pastoral support for students.

2. RESEARCH & SCHOLARSHIP

- Engage in the continual updating of knowledge and understanding in your field or specialism.
- Ability to develop your research and research outputs, with appropriate mentoring and support from RAU.

3. ADMINISTRATION

- Support the delivery and assessment of RAU modules and programmes delivered at SDAU.
- Attend academic and other management meetings arising from assigned responsibilities, at SDAU and RAU.
- Represent the RAU in China.

4. SKILLS AND EXPERIENCE

- Experience of teaching in the Higher Education Sector is desirable.
- An earned PhD and a relevant teaching qualification.
- The ability to speak Mandarin would be an advantage.

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.

Person Specification

Requirements The post holder must be able to demonstrate:	Essential (E) or Desirable (D)
Teaching:	
Able to engage the interest and enthusiasm of students and inspire them to develop as independent learners	E
Teaching / HEA qualification	D
Experience of undergraduate teaching	D
Experience of design and quality control of modules, course programmes / specifications and innovative assessment methods	D
Research, Knowledge Exchange & Scholarship:	
PhD qualification in a relevant subject area	E
Ability to develop an independent programme of research and scholarship	E
Leadership, management and communication:	
Develop initiative, creativity and judgement in applying appropriate approaches to teaching and learning, support and research activities	E

Excellent interpersonal, verbal and written communication skills	E
Ability to self-motivate and to motivate others	E
Experience of delivering a blended curriculum	D
Skills:	
Ability to use IT packages including Excel, Word, Access and PowerPoint	E
Experience of research software such as Genstat, SPSS, R, Endnote, STATA, NVivo and the like	D
Ability to respond to pedagogical and practical challenges, notably with the use of technological pedagogic approaches	E
Able to travel and work in China for extended periods of time	E
Ability to speak Mandarin	D

General Terms and Conditions of Employment

- This post is a part-time appointment, offered on a permanent basis. It will be remunerated on the single pay spine at Grade 7: £30,497 - £36,382 dependant on experience. The appointment is normally made at the minimum of the pay scale and is subject to meeting all pre-employment clearances and requirements of the Person Specification.
- All new employees undergo a period of twelve months' probation and confirmation of employment is dependent on the satisfactory completion of that probationary period.
- The nature of this post is such that it is expected that you will respond to the operational requirements of the University in order to fulfil your duties in a professional manner. You will be required to work such hours as are reasonably required to discharge your duties effectively and competently. The exact number of hours in any week will vary in accordance with institutional requirements, but will not be less than 35 hours a week.
- The University holiday year runs from January to December. The post carries an entitlement to 30 working days (for a full-time position, otherwise pro rata) of paid leave during the course of the holiday year (pro rata if the appointment is made during the holiday year), in addition to Statutory Bank Holidays. There may also be discretionary days and days when the University is closed on particular dates in the interests of efficiency.
- It is a condition of employment that all relevant posts are vetted by the Disclosure & Barring Service (DBS) and if it applies to this appointment you will be required to undertake a DBS check. The University will pay the fee for this service. Any false declarations or any findings from the Disclosure could affect the suitability for employment.

Pensions and Auto Enrolment

If you meet the criteria set out below, and are not already an active member of any of our pension schemes, the University is required to auto-enrol you into a suitable pension scheme. The criteria for auto-enrolment is:

- Age - if you are 22 or over but no more than State Pension Age
- Earnings - a minimum of £10,000 per year
- Working in the UK

The pension schemes supported by the RAU are:

AVIVA CATEGORY X - all eligible RAU employees (except teachers) are automatically enrolled

- 5% (minimum) contribution by employee and 3% contribution by RAU

AVIVA CATEGORY Y1 - RAU Group Pension Scheme (defined contribution) - employees are able to upgrade to this scheme before their 6-month probation.

- 6.5% (minimum) contribution by employee and
- 6.5% contribution by RAU
- life assurance is an additional benefit (two times annual salary)

TEACHERS' PENSION (for teaching staff)

- employee contribution according to salary scale – between 7.4% and 11.7%
- 23.68% contribution by RAU
- life assurance is an additional benefit (three times annual salary)

Staff Benefits

We offer a range of Staff Benefits including a 35-hour working week, a generous annual leave entitlement plus bank holidays (pro rata for part time posts), pension scheme, free and guaranteed parking on campus and free shuttle bus from campus to Cirencester town centre, discounted onsite gym, discounted catering facilities, free library services, employee assistance programme, occupational health and counselling services, cycle to work scheme and staff development opportunities. Further details of the full range of staff benefits available can be found on our [website](#).

Application Procedure

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

- A University [Application Form](#) together with the [Equal Opportunities Monitoring Form](#) available on the University website www.rau.ac.uk – Please attach your up to date CV to add additional information
- A covering letter explaining your interest and motivation for applying, along with how your experience and qualifications suit you for the role
- Details for two professional or academic 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 stating where you saw the advert for the role.
- For an informal discussion about teaching content, please contact William Leschallas – Head of School for Real Estate and Land Management: william.leschallas@rau.ac.uk

- Informal enquiries about our SDAU programme can be made to Associate Professor Xianmin Chang Xianmin.Chang@rau.ac.uk
- **Closing date:** 6 July 2022 with **Interviews on:** 21 July 2022
- 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 under-represented within the RAU at this level

General Data Protection Regulations: Applicant Privacy Notice

The Royal Agricultural University collects and processes your personal data so that it can meet its statutory and legal obligations, and when it has a legitimate interest in processing personal data before, during and after the end of the employment relationship.

The data which forms part of your job application (for example, application form, CV, references, Equal Opportunities Monitoring Form, shortlisting and interview records) will be stored in a range of different places, which will include the University's HR and recruitment management systems (electronic and paper based), and in IT systems (including the University's email system). Your information may be shared internally with the HR Department and with employees who are involved in the recruitment and selection process, but only if access to your data is absolutely necessary for the performance of those roles.

The University may share your data with third parties in certain circumstances. Personal data that the University uses for the purposes of equal opportunities monitoring and reporting is anonymised or is collected with the express consent of applicants, which can be withdrawn at any time. Applicants are entirely free to decide whether to provide such data and there are no consequences of failing to do so.

The University takes the security of your data seriously and has internal controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by the above employees in the performance of their duties. If your application is unsuccessful, your applicant data will be destroyed 6 months following the advertised closing date of the post you have applied for. If your application is successful, your applicant data will be retained during your employment and for 6 years following your leaving date. You can access and obtain a copy of your data on request and you can ask the University to change incorrect or incomplete data.

In certain circumstances you can ask the University to stop processing your data, or you can object to the processing of your data. If you believe that the University has not complied with your data protection rights, you can complain to the Information Commissioner. Further information about your rights in accordance with Data Protection and the GDPR Regulations can be obtained from the University Data Protection Officer. A detailed Employee Privacy Notice is available to view [here](#).