

## LINCOLN COLLEGE JOB DESCRIPTION

Lincoln / Newark / Gainsborough

<b>Post Title:</b>	Lecturer – Human Resources	<b>Post Number:</b>	LC0558P
<b>Daily Supervision:</b>	Training and Skills Lead - Business	<b>Grade:</b>	Lecturer Scale
<b>Department:</b>	Employer Provision	<b>Last Updated:</b>	February 2022

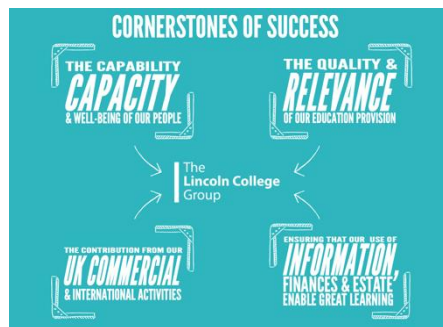
### Our Vision:

To be an extraordinary organisation whose talented students, staff, governors and alumni ensure that it adds recognised social and economic value to its local communities by providing high quality education and training and making people exceptionally well prepared for work, potentially via higher education.

### Our Mission:

Employer-led; producing a highly skilled and productive local workforce.

### Our Cornerstones of Success & Values Guiding Behaviours:



### Job Purpose:

To provide the highest quality educational experience in Human Resource Management programmes using vocational knowledge and experience to deliver teaching, learning and assessment that inspires students and prepares them for progression to employment in the sector, progression within the workplace, or on to Higher Education. To contribute to the development of the curriculum in line with local, regional and national needs and contribute to the positioning of these courses as the premier local choice for our learners. The post is based at Lincoln but may involve teaching at other centres.



## PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. To contribute to delivering learning, assessment and teaching on CIPD Foundation Certificate in People Practice Level 3 and CIPD Associate Diploma in People Management Level 5
2. To contribute to the development of specialist disciplines, helping to maximise success rates and raise recruitment.
3. To promote the development of English and Maths skills within programmes of study.
4. To carry out the role of a Course Tutor as required
5. To contribute to the development of new programmes.
6. To liaise with awarding bodies and external examiners/verifiers.
7. To contribute to industry engagement and the development of work-related learning experiences.
8. To assist with the operational and commercial development of the curriculum area.
9. To liaise with schools, parents, universities and/or employers as appropriate, to optimise student progression
10. To contribute to the process of programme marketing and the recruitment and selection of students
11. To contribute to the student enrichment programme
12. To participate in any cross-college/working party groups as from time to time may be established
13. To accept responsibility for the implementation of the College's Equality and Diversity policy throughout all personal contacts in the College and within this area of responsibility
14. To maintain professional standards and expertise by undertaking relevant professional development
15. To maintain quality standards appropriate to the post
16. To conform with the Health and Safety requirements relevant to the post
17. To be responsible for safeguarding and promoting the welfare of children wherever applicable within the role

**N.B. This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.**

## PERSON SPECIFICATION

	Knowledge	PSM
1	Honours degree in Human Resource Management or CIPD equivalent	A/I
2	Certificate in Education, PGCE or equivalent or the ability and willingness to obtain a Level 4 professional teaching qualification within 1 year of commencing employment (2 years for fractional posts)	A/I
3	Qualification in internal quality assurance.	A/I

	Skills/Abilities – Interpersonal	PSM
4	The ability to teach and manage learning across a range of business-related programmes from Levels 3-6 ranging from HR, management, leadership and law.	A/I/T
5	Good interpersonal skills with the ability to communicate with colleagues, learners and their employers and to respond to individual needs	A/I/T
6	Proven ability to work in a non-discriminatory manner	A/I
7	The ability to respond to the individual learning needs and provide a high level of customer care	A/I
8	Proven ability to motivate and assist learners to work towards successful completion of their qualification and achieve a positive destination	A/I

	Experience	PSM
9	Recent relevant experience / employment in a relevant profession	A/I
10	Proven competence of teaching on Human Resource Management related programmes.	A/I

	Work Related Circumstances	PSM
11	Proven ability to plan, deliver and assess underpinning knowledge to learners of different abilities up to Level 5	A/I
12	Proven ability to interpret specifications, and deliver against the required learning outcomes	A/I
13	Good written and verbal communication skills to liaise with learners and employers, and maintain accurate records	A/I
14	Willingness to undertake relevant staff development	A/I
15	Ability and willingness to travel to various geographical locations	A/I

	Skills/Abilities - Other	PSM
16	Good written and verbal communication skills, to maintain accurate records	A/I
17	Appropriate level of IT skills to undertake relevant duties	A/I
18	Proven ability and willingness to work flexibly to accommodate the demands of employers and learners	A/I
19	Responsibility for safeguarding and promoting the welfare of children wherever applicable	A/I

<b>Prepared By:</b>	Darren Cutler - Training and Skills Lead
<b>Date:</b>	January 2022

Proposed Selection Method Key (PSM)		
A = Application	I = Interview	T = Test