



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Professional Development Tutor/Senior Professional Development Tutor, Marketing Division, Leeds University Business School



Salary: Grade 7 (£33,797 – £40,322 p.a.) or Grade 8 (£41,526 – £49,553)

Reference: LUBSC1440

Closing date: 10 November 2019

We will consider job share and flexible working arrangements

Professional Development Tutor/Senior Professional Development Tutor Marketing Division Leeds University Business School

Are you an experienced tutor looking for the next challenge? Do you have the ability to provide academic and professional skills coaching and employability support to postgraduate students? Are you committed to creating and delivering an excellent student experience?

As a Professional Development Tutor/Senior Professional Development Tutor in Marketing you will work with consultants in the University's Career Centre to provide bespoke support to a diverse range of students from across the world, enhancing their competencies to enable them to successfully complete their programme of study and gain employment. You will provide effective and innovative research-led teaching as well as providing careers support and advice to postgraduate Marketing students, in both an academic and professional context. You will be required to undertake course and event delivery, coaching, relationship management within the faculty and with external partners and innovation in our services to academics, students and companies.

Leeds University Business School (LUBS) recognises the importance of employability to its students as well as placing a premium on international levels of scholarship and research excellence. As a Professional Development Tutor you will be expected to contribute to development of the scholarly standing of the Marketing Division. Under the leadership of its professors, the Marketing Division is an established and internationally esteemed centre of excellence for scholarly research work and teaching in marketing. The Marketing Division is making great strides in its research performance and now exhibits considerable strength and depth. It is one of the largest marketing departments in Europe and involves an active research community of academics at different levels of seniority, PhD students, and international visiting fellows. Also, the Division is recognized as one of the leading centres of marketing learning and teaching in the world and offers specialised degree programmes that combine high academic standards with practical application in today's rapidly changing business environment. Academics in the Marketing Division provide cutting edge research-informed teaching by bringing their world-leading research and practice expertise in the classroom.

The Marketing Division is committed to providing a vibrant, supportive, and collegial environment to all staff to develop their academic potential.



What does the role entail?

As a Professional Development Tutor in Marketing at Grade 7 you will have:

- Deliver teaching to both undergraduate and postgraduate students in a variety of settings, from small group tutorials to lectures in order to provide the strong academic skills, as well as being involved in the assessment of examinations and coursework;
- Contribute to existing modules offered by the Marketing Division in order to integrate academic and professional skills development within the programmes' core;
- Participate in the review of modules and programmes, and in all other quality assurance processes as well as other programme-related activities such as admissions, scholarship decisions, marketing campaigns, recruitment activities, induction and graduation;
- Utilise innovative approaches to teaching and learning;
- Contribute to the delivery of Careers Support for Postgraduate students within the Division;
- Establish and maintain relationships with key stakeholders within the University and outside partners, employers and alumni to enhance employability support for students;
- Contribute to both student recruitment activities and alumni services within the Division working with the University's professional services teams;
- Participate in University groups and initiatives relating to professional development and student education;
- Maintaining own professional knowledge relating to career development of students.

In addition as a Senior Professional Development Tutor in Marketing at Grade 8 your main duties will also include:

- Undertaking research-led teaching, as well as being involved in the assessment of examinations and course work;
- Working with our students as members of a learning community to provide world class education and an excellent student experience;
- Developing and utilising innovative approaches to teaching and learning;
- Playing a leading role in the design, development and delivery of postgraduate modules and projects which enhance student employability;
- Playing an active role in teaching and learning and quality assurance processes as well as other programme-related activities such as, admissions, scholarship decisions, marketing campaigns, recruitment activities, induction and graduation;



These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

What will you bring to the role?

As a Professional Development Tutor in Marketing at Grade 7 you will have:

- A professional qualification or significant experience in a professional role;
- Experience of teaching at in either HE or FE environment, with an ability to enthuse and motivate learners;
- An understanding of the careers environment for both national and international graduates;
- Ability to manage own workload and maintain a flexible approach to working during the academic year;
- Ability to work as a member of a team and to lead and contribute to project work;
- A high level of interpersonal and communication skills;
- Ability to create effective working relationships with colleagues and external partners;
- A willingness to further develop and maintain up to date knowledge and expertise.

You may also have:

- Experience of working with international students;
- Commercial experience and/or links with commercial organisations.

As a Senior Professional Development Tutor in Marketing at Grade 8 you will have:

- A Masters Degree or equivalent relevant experience;
- Experience of teaching in a either HE of FE environment, with an enthusiastic approach to teaching and the ability to interact with students in ways that will enhance the student experience;
- Experience of proactively developing new teaching approaches and materials;
- Experience of providing support and guidance to students;
- Knowledge and understanding of the careers environment for national and international graduates;
- The ability to work across disciplines, establishing effective working relationships with the Professional Development team and colleagues within the faculty;
- A high level of interpersonal and communication skills;
- Demonstrable creativity and the ability to motivate and inspire others;
- The ability to work under pressure and deal with conflicting demands.



You may also have:

- Experience of working with international students;
- A PhD in a business related field;
- Teaching experience in Marketing and/or Professional skills;
- Experience in a careers advisory role;
- Commercial experience and/or links with commercial organisations;
- Ability to build partnerships with industrial, professional and public sector organisations.

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23:59** (UK time) on the advertised [closing date](#).

Contact information

To explore the post further or for any queries you may have, please contact:

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Additional information

The School and Faculty

We are a leading, full-service business school, regularly world ranked by the Financial Times, QS and The Economist, and one of a small number of schools worldwide to be triple accredited by AACSB, AMBA and EQUIS. We deliver undergraduate, masters, MBA, PhD, executive and professional education and online study, to over 3000 students from around 100 countries.

We are a top ten business and management research institution, according to the 2014 Research Excellence Framework (REF). The School is one of the leading higher education institutions in the UK, ranked in the top 100 universities in the world (QS rankings 2020) and a member of the prestigious Russell Group of research-intensive UK universities.

LUBS is a single-school Faculty of the University of Leeds, with annual income of £74.5m and some 425 staff across six Divisions. Our mission is to make an exceptional impact on business and society globally through leadership in research and teaching. We deliver undergraduate, masters, MBA, PhD, executive and professional education and online study, to over 4,500 students from around 100 countries.

The Division

As a world-leading centre for marketing, the division produces outstanding and impactful research. Drawing upon research and scholarship, the division seeks to provide students an exceptional educational experience, offering skills and capabilities for competing in a global market.

We are among the world's top-ranking education units in Marketing, delivering world-class teaching that combines state of the art research and scholarship. Among Russell Group research-intensive Universities, we are 1st for Marketing (Complete University Guide 2020) and 2nd in National Student Survey (NSS 2019) rankings.

Divisional members often collaborate with scholars in world-class universities as well as with companies and public-sector bodies. The research undertaken covers a broad range of marketing topics, mainly in the areas of Global and Strategic Marketing, Consumer Behaviour, Branding and Communications, and Sustainability.

Research has been published in numerous world-class academic journals, including *Journal of Marketing*, *Journal of Marketing Research*, *Journal of the Academy of Marketing Science*, *Journal of Consumer Psychology*, *Journal of International*



Business Studies, International Journal of Research in Marketing, Journal of Retailing, and Journal of Service Research.

Further information about the Marketing Division can be found here:

<https://business.leeds.ac.uk/divisions-marketing>

Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be, in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

