



## **TEACHING FELLOW IN HUMAN RESOURCE MANAGEMENT & LAW**

**Full-Time, (Fixed Term, 2 years)**

### **Further Particulars**

**Salary range: £26,677- £31,787 per annum**

Al-Maktoum College was founded in 2001 to bridge the possible gap between the Muslim and western worlds by focusing on intelligent debate and scientific understanding of Islam and the role of Muslims in the contemporary world. The College has collaboration arrangements with several institutions including the University of Dundee, Abertay University and Trinity College Dublin. In addition, the College has widened its scope as a Scottish Qualifications Authority (SQA) Centre delivering a range of customised awards and Higher National qualifications.

The College offers a range of customised awards approved and credit rated by the SQA. These include but not limited to, Professional Diploma in Islamic Banking and Finance, Executive Diploma in Entrepreneurship and Professional Diploma in Moral Economy and Sustainable Development. In addition, the College offers SQA qualifications HNC/D in Business, HNC/Diploma in Management and Leadership and aiming to offer HNC/D in Human Resource Management from September 2022.

### **Role Purpose:**

The role holder will have proven teaching expertise in the area of HRM and Law and be able to contribute to teaching in any relevant areas across all programmes offered at the College, including but not restricted to HRM: Introduction to Finance, Employment Relations: Law and Practice, Environmental Law, Business, and Management and Leadership. Active participation in the activities of College's other programmes is also expected.

Fluency in English is essential.

You will be required to participate in administrative duties relating to various aspects of the work of the College as assigned by the Head of College, including the effective delivery of the College's quality assurance systems and other related activities, and the promotion of the College's programmes and activities. You will also be expected to be an excellent ambassador for the College.

### **Key Accountabilities:**

- Teach undergraduate and post graduate students undertaking College programmes of study (this includes interdisciplinary programmes delivered across the College and with external partners).
- Work closely with the Coordinator of SQA programmes and senior colleagues to increase levels of achievement and student satisfaction in the areas of teaching and learning.
- Ensure that the quality of the delivery and assessment of courses meet the standards and

expectations of the Scottish Qualifications Authority (SQA) and Quality Assurance Agency for Higher Education (QAA).

- Active engagement in the recruitment of students for all programmes offered by the College.
- Provide academic and pastoral support to students.
- Participate in enterprise and external engagement activities for the College.
- Keep your knowledge up-to-date and to be scholarly active in the area of HRM and Law.

**Duties & Responsibilities:**

1. Develop and deliver resources and teaching materials to meet programme/course frameworks and learning outcomes on a range of programmes.
2. Teach undergraduate and postgraduate students in the area of HRM, Law, Business, and Management and Leadership, and possibly other relevant programmes required by the College, to the highest professional standards.
3. Assist with supervising the work of taught undergraduate/postgraduate and/or research students, as required.
4. Set, mark and assess students' work, ensuring learning outcomes have been met and feedback is both detailed and constructive.
5. Undertake scholarly activities in order to contribute to the development of the field of HRM and Law.
6. Contribute to the enhancement of higher education in the College through assisting with the development of innovative curriculum and pedagogy.
7. Interact on a professional level with relevant internal and external professional bodies to ensure currency of knowledge, relevancy and accreditations.
8. Engage with quality assurance processes/procedures to ensure that academic standards are met.
9. Participate and contribute to the College's academic meetings/boards as appropriate to the role.
10. Carry out personal and professional development to enhance subject authority and to contribute to the College's reputation for academic and professional excellence.
11. To be flexible in the role and to undertake relevant academic and operational duties as assigned by the Principal.

Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications / Training</b>	<ul style="list-style-type: none"> <li>• Master’s degree or professional qualification in a relevant subject</li> </ul>	<ul style="list-style-type: none"> <li>• MPhil or PhD in a relevant subject or equivalent professional qualification or relevant professional experience</li> </ul>
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Ability to teach undergraduate &amp; postgraduate students</li> <li>• Knowledge of curriculum design and development</li> <li>• Knowledge of using blended learning and e-learning technologies such as virtual learning environments</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of quality assurance processes and procedures.</li> </ul>
<b>Skills/abilities/competencies</b>	<ul style="list-style-type: none"> <li>• Good interpersonal skills; an assured and confident communicator</li> <li>• Ability to respond enthusiastically and positively to students</li> <li>• Self-motivated, goal and outcome orientated</li> <li>• Flexible, resilient and able to work to tight deadlines</li> <li>• Ability to work co-operatively and effectively with colleagues. Fluency in English language.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of other languages</li> <li>• Evidence of consultancy and/or professional practice.</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Flexible approach to work</li> <li>• Sensitivity for dealing with people of other cultures and religions</li> <li>• Enthusiasm and commitment for the vision, mission, aims and objectives of the College</li> </ul>	

## **Interviews**

Interviews will be held in Dundee during May/June 2022.

## **Salary and Conditions**

The post will be full time, for a fixed period of 2 years at the Teaching Fellow level.

Salary will be within the range of £26,677– £31,787 per annum.

Further particulars are available from:

Ms Lynn Osborne-Moore  
+44 (0) 1382 908070  
[l.osborne-moore@almcollege.ac.uk](mailto:l.osborne-moore@almcollege.ac.uk)  
<http://www.almcollege.ac.uk>

## **Applications**

Informal inquiries can be made to Michelle Young - [m.young@almcollege.ac.uk](mailto:m.young@almcollege.ac.uk)

You are required to send a completed application form, covering letter and a full CV. The applications should include the names and addresses of three referees. These should be asked to send their references at the same time of application directly to:

Ms Lynn Osborne-Moore  
PA to the Head of College  
Al-Maktoum College Higher Education  
124 Blackness Road  
Dundee  
DD1 5PE  
UK  
[l.osborne-moore@almcollege.ac.uk](mailto:l.osborne-moore@almcollege.ac.uk)

Applicants should ensure that their references reach the College prior to interview date. Failure to do so may result in the application not being considered for short listing.

**Applicants will only be contacted if invited for interview.**