

## Job Description & Person Specification

### General Details

Job title:	Lecturer in Operational Performance (BLE16/10)
Faculty/Service:	School of Business, Leadership and Economics
Normal Workbase:	Stoke Campus
Tenure:	Permanent
Hours/FTE:	Full Time, 1.0 FTE
Grade/Salary:	Grade 7
Date Prepared:	March 2017

### Job Purpose

To contribute to the development and delivery of academic provision in operational performance and related disciplines including associated academic operational responsibilities as required.

To support the development and implementation of strategic initiatives.

### Relationships

Reporting to: Head of Business, Management and Marketing

### Main Activities

- To teach and assess, as part of a teaching team, in the areas of knowledge appropriate to the aims of the provision within the School of Business, Leadership and Economics and where appropriate, across other Schools of the University
- To contribute to the development of specialist teaching and learning provision, including short courses, in operational performance and associated disciplines
- To devise and deliver modules as determined by the relevant academic manager and to ensure that learning materials and methods of delivery meet defined learning objectives
- To undertake operational responsibilities associated with the delivery of academic provision, including the leadership of modules/small awards, as directed by the relevant academic manager
- To enhance the quality of teaching provision and programme development, drawing on leading practices from the HE and other sectors, and building e-learning into the delivery of teaching to students as appropriate
- To participate with other staff in the development of teaching, learning and assessment strategies
- To contribute to student support in administrative and pastoral roles, including advice to students on resits and to provide post-results counselling
- To represent both courses and the School in student recruitment activities, including participation in Clearing activities and in Open Days throughout the year

- To attend and contribute to the School of Business, Leadership and Economics meetings, project teams and working groups in line with strategic initiatives as required
- To contribute to the subject's activities and reputation both internally and externally
- To exercise a high standard of advanced scholarship activity both personally and as a member of a team, working with colleagues to develop an inclusive, team-orientated approach to such activities
- To enhance the School's ability to engage with industrial and external partner contacts through effective networking to build relationships for future activities
- To pursue enterprise and research activities which enhance the external revenue of the School and to deliver various forms of consultancy and other services as determined by the relevant academic manager
- To maintain and develop areas of expertise under the general guidance and oversight of the relevant academic manager
- To undertake both general Health & Safety responsibilities in accordance with the University's Health & Safety Policy and in addition, to provide such supervision as is necessary to ensure the health and safety of both Postgraduate and Undergraduate students
- To undertake appropriate professional development activities as required
- To undertake other such responsibilities as may reasonably be required by the relevant academic manager and/or Dean of School.

*The above represents the range of generic activities which could typically be expected of a Lecturer in the University which is neither prescriptive nor exhaustive. Each individual post will have a particular emphasis and specific allocated responsibilities (see summary below) although these may of course change and develop according to the varying needs of the School and subject area and also the developing skills and experience of the individual.*

## Special Conditions

To be committed to working with the University to further improve the carbon footprint/environmental issues.

### External Activities

External activities which enhance the work of the post holder are encouraged within the overall provisions of the exclusivity of the service arrangements to which the post holder is subject. Additionally, the Institution encourages employees to take a cross University role e.g. through membership of Committees and Working Parties.

### Professional Development

The University is keen to support staff in achieving high standards of teaching in order to facilitate effective student learning. All newly appointed full-time and fractional contracted members of academic staff who have less than three years teaching experience and do not have an equivalent qualification, are normally expected to undertake and complete the Post Graduate Certificate in Higher and Professional Education (PgCHPE) as a condition of their employment with Staffordshire University. Positive engagement in CPD in order to attain a high standard of teaching will be one of the factors considered at annual appraisals and when promotions are being made. Active involvement in the Post Graduate Certificate in Higher and Professional Education would be one source of evidence.

If, because of your previous teaching experience and/or an equivalence in terms of a teaching qualification you are not required to complete the PgCHPE, you would still be required to gain Fellowship of the HEA if you have not already done so. An internal 'Routes to Fellowship' scheme, which consists of a portfolio and reflective discussion, is available to enable staff to work towards the relevant level of HE Academy Fellowship.

### Research and Scholarly Activity

The duties of lecturing posts include participation in appropriate research and scholarly activity indicated in the Research Policy of the University. The extent of involvement in research and scholarly activity may vary with the balance between teaching, administration and research appropriate to particular posts. This will be determined by your Dean of School in consultation with you, and will be reviewed regularly through the staff appraisal system. While it is in the nature of research and scholarly activity that it will often take place throughout the year and be integrated into the overall pattern of activities, it is envisaged that the periods of the year outside normal teaching weeks and the holiday entitlement will primarily be devoted to research and scholarly activity.

There will be a need for the postholder to work occasional week-ends to cover marketing and recruitment activities.

There will be a need for flexible working practices by the role-holder to support different forms of delivery such as distance and accelerated learning. In addition, the role holder may be required to undertake their role off site which may include overnight stays in either the UK or abroad.

### **Variation to Job Description**

Staffordshire University reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

### **Conditions of Service**

The post is subject to such terms and conditions of employment as negotiated between the Board of Governors of the University and the recognised trade unions, and/or the employees of the University. In negotiating such terms and conditions the Board of Governors will consider any appropriate advice received from the Universities and Colleges Employers Association (UCEA).

### **Informal Discussion**

Should you wish to discuss this vacancy informally before making an application please contact:

### **Application Procedure**

We encourage you to apply on-line at our website <http://jobs.staffs.ac.uk> as the system is user friendly and simple to complete.

Please note that the University will not consider a Curriculum Vitae attached in support of your application and will not use this document in the shortlisting process. Consequently, we would ask all applicants to ensure that they have provided comprehensive information under each criteria in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section.



**Job Title:** **Lecturer in Operational Performance (BLE16/10)**

**Faculty/School/Service:** **School of Business, Leadership and Economics**

*The qualifications, experience, knowledge, skills and personal qualities outlined below provide a summary of what is required to carry out this job effectively. They also form the selection criteria on which a decision to appoint will be made. Please ensure that you provide evidence of how you meet the criteria in your application.*

No	Selection Criteria Description	Essential [E] or Desirable [D]	Assessed by *
1	Educated to Doctoral level or equivalent professional standing	E	A/I
2	Be an experienced practitioner, able to teach and assess students across a range of levels and different contexts such as work-based learning – specifically but not exclusively in the areas of operations and supply chain management	E	A & I
3	Demonstrable ability and extensive experience in the leadership and delivery of modules and courses, preferably with experience of delivering modules on higher degree apprenticeships and access courses	E	A & I
4	Be familiar with current developments in the field of operations and supply chain management and be able to integrate current thinking into classroom and research-based activities	E	A & I
5	Be a team player with excellent interpersonal and communication skills and be able to support students via personal tutoring throughout their studies	E	A & I
6	Be able to contribute to the School's wider activities such as partnerships, commercial development, corporate programmes, professional level programmes and business engagement agenda	E	A & I
7	A demonstrable potential to contribute to the University's research outputs in Operational Performance	E	A & I
8	Demonstrate innovative and effective use of technology to both support and enhance the learning experience	E	A & I
9	Experience of using social media in either a teaching and learning context or for research	E	A & I
10	Have experience of working in business with the responsibility of improving operational performance through project, knowledge and supply chain management	D	A

11	Possess an understanding of the quality framework of higher education and be familiar with its application across a spectrum of courses	D	A & I
12	Be a member of the Higher Education Academy	D	A & I
13	Possess an appropriate teaching qualification and preferably have gained A1 assessor and V1 verifier qualifications	D	A & I
14	Ability to supervise PhD or DBA qualifications	D	A & I

<b>*Key</b> <b>[A] Application form</b> <b>[I] Interview</b>		<b>To be assessed against the information provided in the relevant steps of the application form and the evidence required under Section 4, 'Supporting Statements'</b> <b>To be assessed during the interview process including selection tests or presentation, as appropriate</b>
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