

Job Description

General Details

Job title:	Senior Lecturer in Organisational Behaviour & HRM (BLE16/14)
School/Service:	School of Business, Leadership and Economics
Normal Workbase:	Stoke campus
Tenure:	Permanent
Hours/FTE:	Ful Time 1.0fte
Grade/Salary:	Grade 8
Date Prepared:	March 2017

Job Purpose

- To play a key role in the development and delivery of academic provision in Organisational Behaviour and HRM and related disciplines including associated academic operational responsibilities as required.
- To lead on projects as allocated by the Head of Department, Business, Management and Marketing.
- To contribute to University led and/or School initiatives and developments in line with strategic business development plans
- To participate in research, knowledge exchange and public engagement to enhance the reputation of the University

Relationships

Reporting to: Head of Business, Management and Marketing

Main Activities

- To teach, assess and supervise research, as part of a 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 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 as directed by the relevant academic manager including, the leadership of courses and modules; making an important contribution to the accreditation of courses and quality processes; playing a key role in validations
- 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 be responsible for the award leadership within their own area of academic/subject experts, to set the strategic agenda for the course in the context of the School's objectives and the University Plan, to conduct appraisals in the subject team as directed by the Head of Department, to set workloads and to allocate team responsibilities for the course
- Working with and leading colleagues as appropriate in order to ensure the smooth running of the scheme or course and modules and the achievement of School and University deadlines
- To make an important contribution to curriculum development and new course development, leading where required
- To take on responsibilities in relation to University led and/or School strategic initiatives including areas such as commercial income generation activity, partnership development, the development of flexible and workbased learning provisions and the development of widening participation activities
- To lead on and participate with other staff in the development of teaching, learning and assessment strategies
- To be responsible for the pastoral care of students including advice to students on resits and to provide post-results counselling
- To play a key role in representing both courses and the School in student recruitment and marketing activities, including participation 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 disseminate the results of scholarship and research through publication and participation at leading international conferences
- To participate in University activities as required through membership of committees, working groups etc., as required
- To enhance the School's ability to engage with industry and external partner contacts through effective networking to build relationships for future activities
- To pursue enterprise and research activities (leading projects) 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 act as a mentor to colleagues and to support the development of more junior colleagues as appropriate
 - 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 Senior Lecturer in the

University which is neither prescriptive nor exhaustive. Each individual post will have a particular emphasis and specific allocated responsibilities.

Special Conditions

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.

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.

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:

Adell Landon; PA to the Dean (T) 01782 294062 (E) Adell.Landon@staffs.ac.uk

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: Senior Lecturer in Organisational Behaviour and HRM (BLE16/14)

School: 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	Possession of a PhD or equivalent professional standing in the relevant subject area	E	A/I
2	Be an experienced practitioner and academic, able to lead, deliver and assess students across UG & PG levels; in different contexts such as work-based learning and to a range of audiences including corporate clients in the areas of Leadership and Organisational Change	E	A & I
3	A creative, innovative and flexible approach to facilitating learning, with a commitment to ensuring an excellent student experience	E	A & TE
4	Experience in effectively managing the day to day operations of an allocated academic area, working with and leading colleagues as appropriate to ensure the smooth running of courses and modules and achievement of School and University deadlines	E	A & I
5	Be an expert in the field of Organisational Behaviour and HRM and be able to integrate current thinking into classroom and research-based activities	E	A & I
6	Be an effective team player who is self-motivated and with good organisational skills and able to work on initiative	E	A & I
7	Be able to contribute to the School's wider activities that include home and overseas partnerships, corporate programmes, professional programmes and business engagement agenda	E	A & I
8	Excellent verbal and written communication skills with the ability to engage a diverse audience	E	A, I & TE
9	Ability to both carry out and supervise and contribute to the University's research outputs in Organisational Behaviour and/or HRM, attracting research funding individually and collaboratively to underpin high quality research activity and research programmes/projects	E	A & I
10	Demonstrate innovative and effective use of technology to both support and enhance the learning experience of students	E	A & I
11	Possess a thorough understanding of the quality framework of higher education and be familiar with its application across a spectrum of courses	E	A & I
12	Possess an appropriate teaching qualification or be prepared to complete a PgCHPE in first 12 months of employment	E	A & I

13	Experience of using social media in either a teaching and learning context or for research	E	A & I
14	A proven track record of achieving targets and/or Key Performance indicators in a competitive environment	E	A&I
15	An understanding of the key issues and challenges in the HE environment with an ability to articulate a vision for the future development Organisational Behaviour and HRM	E	A & I
16	The ability to contribute to and influence decision making during internal and external meetings, acting as a University representative and a champion of Organisational Behaviour and HRM	E	I
17	An understanding of the University's strategy and values with the ability to demonstrate behaviours that align to the values	E	I
18	Be a member of the Higher Education Academy and/or a member of a relevant professional body or special interest group	D	A & I

*Key	
[A] Application form	To be assessed against the information provided in the relevant steps of the application form and the evidence required under Section 4, 'Supporting Statements'
[I] Interview	To be assessed during the interview process including selection tests or presentation, as appropriate
[TE] Teaching Exercise	To be assessed during the teaching exercise taking account of the candidate's communication skills, subject knowledge, creativity and innovation in teaching methods, and engagement and interaction with the audience.