UNIVERSITY OF SUSSEX

1 Advertisement

Post Title: Teaching Fellow in Project Management with Innovation Studies  
School/department: University of Sussex Business School / SPRU  
Hours: full time or part time hours considered up to a maximum of 1 FTE. Requests for flexible working options will be considered (subject to business need). If you would like to discuss flexible working options, please contact Dr. Nicholas Dacre.  
Contract: Fixed term for 20 months  
Reference: 0290  
Salary: Grade 7 or 8, Grade 7 starting at £33,199 and rising to £39,609 per annum and Grade 8 starting at £40,792 and rising to £48,677 per annum.  
Placed on: 12 November 2018  
Closing date: 12 December 2018. Applications must be received by midnight of the closing date.  
Expected Interview date: 7 January 2019  
Expected start date: As soon as possible

The Science Policy Research Unit (SPRU), within the University of Sussex Business School, is seeking a Teaching Fellow in Project Management and Innovation Studies to join our team in 2019.

The post-holder will be expected to contribute to the design, management and delivery of their own modules in project management with a focus on risk management and contribute to teaching research methods. They are also expected to contribute to course management.

Candidates should ideally have a PhD, or appropriate senior professional level of competence in one of the following fields: Project and risk management, complementary knowledge in innovation management, and research methods.

We welcome applicants with considerable business or industry experience in the field of project and risk Management who are interested in joining SPRU as a Teaching Fellow.

Knowledge of either APMBOK, or PMBOK, or Prince2 Methodology would be advantageous, including prior experience of supervising postgraduate student research projects.

For full details and how to apply see our vacancies page

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.

2. Senior leadership and management

The Vice-Chancellor (Professor Adam Tickell) is the senior academic officer and, as Chief Executive, is responsible to the University Council for management of the University. He is supported by an executive group, which includes the Deputy Vice-Chancellor, the three Pro-Vice-Chancellors, the Chief Operating Officer, the Director of Finance and the Director of Human Resources. The Heads of the Schools of Studies at Sussex report to the Deputy Vice-Chancellor.
The Chief Operating Officer heads the Professional Services of the University. In addition, under the University Statutes, the Chief Operating Officer is Secretary to the University Council. The Director of Finance reports to the Vice-Chancellor, the Director of ITS and the Librarian report to the Chief Operating Officer.

3. The School / Division

The University of Sussex Business School

The University of Sussex Business School is a unique research-focused interdisciplinary school, which takes a strong policy-directed view on business practices while also developing the underlying core disciplines. It includes the Department of Accounting and Finance, the Department of Strategy and Marketing, the Department of Management, the Department of Economics and the Science Policy Research Unit (SPRU).

SPRU (Science Policy Research Unit)

Founded in 1966 by Christopher Freeman, SPRU was one of the first interdisciplinary research centres in the field of science and technology policy and management. Today, with over 60 faculty members, SPRU remains at the forefront of new ideas, problem-orientated research, inspiring teaching, and creative, high impact engagement with decision makers across government, business and civil society. Our research addresses pressing global policy agendas, including innovation challenges posed by the digital economy, the future of industrial policy, inclusive economic growth, the politics of scientific expertise, energy policy, security issues, entrepreneurship, and pathways to a more sustainable future.

SPRU researchers are driven by a desire to tackle real-world questions, whilst also contributing to a deeper theoretical understanding of how science, technology and innovation is shaping today’s world. A 2012 study published in the journal 'Research Policy' ranked SPRU second only to Harvard University in terms of its research impact in innovation studies. With a community of over 140 MSc and doctoral students from all over the world, SPRU is also well known for its high quality, research-led teaching programmes.
CORE JOB DESCRIPTION

Job Title: Teaching Fellow in Project Management with Innovation Studies

Grade: Grade 7

School: University of Sussex Business School / SPRU

Location: Jubilee Building

Responsible to: Dean of the University of Sussex Business School

Direct reports: N/A

Key contacts: Students, other members of Faculty within the School and University, School Officers, academics in the field in other institutions.

Role description: Teaching Fellow is an early career-grade teaching position. Post-holders will be expected to teach in a developing capacity.

PRINCIPAL ACCOUNTABILITIES

• To deliver and contribute to the design of high-quality teaching programmes to attract students.

• To contribute fully to the School and University by participating in meetings, working groups, committees and other School and University activities.

KEY RESPONSIBILITIES

1. Teaching & Student Support

1.1 Contribute to the planning, delivery and assessment of high-quality undergraduate and postgraduate teaching, in liaison with the relevant programme and course convenors.

1.2 Contribute to the development, design and management of courses and new curriculum proposals that are attractive to students.

1.3 Ensure that teaching content, methods of delivery and learning materials will meet the defined learning objectives, including the use of appropriate technology.

1.4 Set, mark, and assess coursework and examinations; select appropriate assessment instruments and assessment criteria; and provide constructive and comprehensive feedback to students.

1.5 Ensure that teaching materials remain up-to-date and relevant, incorporating advances in the subject area into the course of study.

1.6 Develop and maintain an understanding of appropriate pedagogy in the subject area and respond to challenges.
1.7 Supervise the work of undergraduate and taught postgraduate students, providing them with advice on study skills, projects, fieldwork and placements.

1.8 Undertake and complete administrative duties required in the professional delivery of teaching.

1.9 Make a significant contribution to the accreditation of courses and quality-control processes.

1.10 Undertake academic advising duties, and provide first-line support for sensitive issues, referring on as appropriate to services providing further assistance.

1.11 Adopt an approachable and accessible attitude towards students, offering office hours, informal advice etc.

1.12 Transfer knowledge in the form of practical skills, methods and techniques.

1.13 Supervise the work of students, provide advice on study skills and help them with learning problems.

2. Scholarship & Enterprise

2.1 Continually updated knowledge and understanding in field or specialism, and engage in continuous professional development.

3. Contribution to School & University

3.1 Attend and contribute to School meetings.

3.2 Engage in activities beyond day-to-day teaching duties, for example Admissions Days.

3.3 Assist with undergraduate and postgraduate recruitment.

3.4 Participate in School or University working groups or committees, as required.

3.5 Undertake additional administrative duties, as required by the Dean.

4. Role-specific duties

4.1 Contribute to the design, teaching and convening of modules in the fields of:
   a. Project Management
   b. Risk Management
   c. Innovation Management
   d. Research Methods
   e. Including other related subjects where relevant

4.2 Contribute knowledge in the field of Project Management, with an emphasis on Risk Management.

4.3 Supervise students in their research projects.

4.4 Contribute to the continual development/redesign of teaching courses.
4.5 Demonstrate an ongoing passion for teaching Project Management by focusing on student engagement to enhance the overall student experience.

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

**INDICATIVE PERFORMANCE CRITERIA**

1. Proven and sustained track record of successful teaching at the levels appropriate for the post.

2. Evidence of skill in assessment and feedback techniques, and using a range of methods for evaluating the effectiveness of teaching.

3. Demonstrable contribution to the planning and development of courses.

4. Delivering a teaching load in line with School expectations.

5. Evidence of applying knowledge arising from scholarship to enhance teaching practice.

6. Evidence of active engagement in advising students and proactively responding to problems experienced by students.

7. Completion, within a reasonable period of time, of a recognised higher education teaching qualification.

8. Efficient and effective contribution to academic support duties within the School or the University.

**PERSON SPECIFICATION**

**ESSENTIAL CRITERIA**

1. Normally educated to doctoral level, or other equivalent qualification, or appropriate level of experience, as appropriate to the discipline (see role-specific criteria below).

2. Excellent interpersonal skills, with the ability to engage with students using a variety of teaching methods.

3. Experience of teaching or delivering professional training.

4. Excellent presentation skills, with the ability to communicate effectively, both orally and in writing, with students, colleagues and external audiences.

5. Ability to work individually on own initiative and without close supervision, and as part of a team.

6. Ability to exercise a degree of innovation and creative problem-solving.
7. Excellent organisational and administrative skills.

8. Ability to prioritise and meet deadlines.

9. A willingness to participate in student support activities beyond required teaching duties.

10. Excellent IT skills, with the ability to produce high-quality, inclusive learning materials.

**ESSENTIAL ROLE-SPECIFIC CRITERIA**

1. A PhD (or near completion) or appropriate senior professional level of competence in one of the following fields: Project and risk management, complementary knowledge in innovation management, and research methods.

2. Willingness to supervise student research projects.

3. Teaching experience at undergraduate and postgraduate levels, or equivalent level of professional competence.

4. Knowledge of either APMBOK, or PMBOK, or Prince2 Methodology.

**DESIRABLE CRITERIA**

1. A project management qualification from either APM, PMI, or Prince2.

2. A recognised higher education teaching qualification or appropriate level of professional competence.

3. Experience of teaching in higher education.

4. Membership of professional project management body.
CORE JOB DESCRIPTION

Job Title: Teaching Fellow in Project Management with Innovation Studies

Grade: Grade 8

School: University of Sussex Business School / SPRU

Location: Jubilee Building

Responsible to: Dean of the University of Sussex Business School

Direct reports: n/a

Key contacts: Students, other members of Faculty within the School and University, School Officers, academics in the field in other institutions.

Role Description
This is a career-grade teaching position. Post-holders will be expected to take full responsibility for the design, management and delivery of their own modules and contribute to course management. They will also be expected to provide support and guidance to less experienced members of staff.

PRINCIPAL ACCOUNTABILITIES

1. To design and deliver high-quality teaching courses that are attractive to students.

2. To contribute fully to the School and University by playing a significant role in working groups, committees, and other School and University activities.

KEY RESPONSIBILITIES

1. Teaching & Student Support

1.1 Engage in the planning, delivery and assessment of innovative high-quality undergraduate and postgraduate teaching, in liaison with the relevant programme and course convenors.

1.2 Identify, design, develop and manage new curriculum proposals that are attractive to students.

1.3 Develop high-quality inclusive teaching materials, methods and approaches, take responsibility for their quality, and ensure that they meet defined learning objectives.

1.4 Ensure that teaching materials remain up-to-date and relevant, incorporating advances in the subject area into the course of study, and utilising appropriate technology.
1.5 Set, mark, and assess coursework and examinations; select appropriate assessment instruments and assessment criteria, and provide constructive and comprehensive feedback to students.

1.6 Undertake continuous professional development to maintain an understanding of appropriate pedagogy in the subject area.

1.7 Supervise the work of undergraduate and taught postgraduate students, providing advice on study skills.

1.8 Contribute to the accreditation of courses and quality-control processes.

1.9 Undertake and complete administrative duties required in the professional delivery of teaching.

1.10 Undertake academic advising duties, and provide first-line support for sensitive issues, referring on as appropriate to services providing further assistance.

1.11 Adopt an approachable and accessible attitude towards students, offering office hours, informal advice etc.

1.12 Supervise student projects, fieldtrips and, where appropriate, placements.

1.13 Supervise the work of others, and co-ordinate work to ensure modules are delivered to the required standards.

2. Scholarship & Enterprise

2.1 Actively build internal and external contacts and networks in order to, for example, secure student placements, and build relationships for future activities.

2.2 Contribute to a relevant national professional body or recognised pedagogic events.

2.3 Continually update knowledge and understanding in field or specialism, and engage in continuous professional development.

3. Contribution to School & University

3.1 Attend and contribute to School meetings.

3.2 Responsible for administrative duties such as admissions days, time-tabling, examinations, assessment of progress and student attendance, as directed by the Dean.

3.3 Undertake an administrative or organisational role within the School e.g. Library Representative, Year Tutor or personal academic tutoring.

3.4 Assist with undergraduate and postgraduate recruitment.

3.5 Play a key role in School or University working groups or committees, as required.

3.6 Advise and provide support to less experienced colleagues.
3.7 Conduct risk assessments, and take responsibility for the health and safety of others, if required.

3.8 Undertake additional administrative duties, as required by the Dean.

4. Role-specific duties

1. Engage in the design, teaching and convening of modules in some of the following areas:
   a. Project Management
   b. Risk Management
   c. Innovation Management
   d. Research Methods
   e. Including other related subjects where relevant

2. Provide expert knowledge in the field of Project Management, with an emphasis on Risk Management.

3. Supervise students in their research projects.

4. Engage in the continual development/redesign of teaching courses.

5. Demonstrate an ongoing strong track record of innovative Project Management teaching focused on student engagement to enhance the overall student experience.

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

INDICATIVE PERFORMANCE CRITERIA

1. A record of development of new courses/groups of courses, or significant components of schemes of study or CPD courses.

2. Proven and sustained track record of successful teaching at the levels appropriate for the post.

3. A high standard of teaching performance as judged by standard evaluation methods.

4. Evidence of using feedback information from a range of sources to improve the student experience.

5. Evidence of using knowledge arising from scholarship to enhance teaching and curriculum development.

6. Evidence of engagement in advising students and proactively responding to student problems.

7. Evidence of contributions to a relevant national professional body or recognised event.
8. Evidence of identifying and employing current pedagogic best practice to improve the student experience.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

1. Normally educated to doctoral level, or other equivalent qualification, or appropriate level of experience, as appropriate to the discipline (see role-specific criteria below).

2. Excellent interpersonal skills, with the ability to engage with students using a variety of different methods.

3. Experience of teaching at undergraduate and taught postgraduate level, or experience of equivalent professional training.

4. Excellent presentation skills, with the ability to communicate effectively, both orally and in writing, with students, colleagues and external audiences.

5. Ability to work individually on own initiative and without close supervision, and as part of a team.


7. Excellent organisational and administrative skills.

8. Ability to prioritise and meet deadlines.

9. A willingness to participate in support activities beyond normal classroom duties.

10. Excellent IT skills, with the ability to produce high-quality learning support materials.

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. A PhD (or near completion) or appropriate senior professional level of competence in one of the following fields: Project and risk management, complementary knowledge in innovation management, and research methods.

2. Experience in supervising student research projects.

3. Teaching experience at undergraduate and postgraduate levels, including executive education, or equivalent senior level of professional competence.

4. Knowledge of either APMBOK, or PMBOK, or Prince2 Methodology.

DESIRABLE CRITERIA

1. A project management qualification from either APM, PMI, or Prince2.

2. Experience of successful curriculum design or re-design in higher education.

3. A recognised higher education teaching qualification or appropriate level of professional competence.
4. Membership of professional project management body.