



## 1 Advertisement

**Post Title:** Lecturer 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 1FTE. Requests for [flexible working](#) options will be considered (subject to business need).

**Contract (Fixed Term):** 30 September 2020

**Reference:** 2134

**Salary:** Grade 7, starting at £33,797 and rising to £40,322 per annum

**Placed on:** 16 August 2019

**Closing date:** 12 September 2019. Applications must be received by midnight of the closing date.

**Expected start date:** As soon as possible

The Science Policy Research Unit (SPRU) within the University of Sussex Business School are seeking to appoint a full time Lecturer in Project Management with Innovation Studies to join our team for one year, to cover staff absence, starting in September 2019.

The Lecturer will teach modules in the fields of project management and innovation management, supervise postgraduate students in their Year End research reports, and contribute to the continual development of the MSc Project Management and the MSc Strategic Innovation Management.

The successful candidate will have excellent knowledge of contemporary issues and debates within the area of Business, project management and innovation, particularly in relation to science, technology and innovation.

It is essential to have a PhD (or near to completion) or appropriate professional qualification in project management and/or innovation management, and experience of undergraduate and post-graduate teaching, or equivalent professional experience in relation to project and innovation management. It would be an advantage to have some experience of teaching marketing related subjects.

Informal enquiries may be made with Dr Carlos Sato ([C.E.Y.Sato@sussex.ac.uk](mailto:C.E.Y.Sato@sussex.ac.uk))

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. The School / Division

### [The University of Sussex Business School](#)

The University of Sussex Business School was formed in 2009 and comprises 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). With a new home in the Jubilee Building, a state-of-the-art academic building at the heart of the campus, the Business School is a vibrant, ambitious and dynamic School with a strong research focus.

### [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.

### [Project Management and Innovation Studies in SPRU](#)

SPRU is a global leader in research and teaching in the area of innovation management. Our work focuses on enhancing innovation in all types of organisations, and across all sectors, and involves developing and delivering tools to improve the management of innovation within organisations and between organisations and their suppliers and customers.

The Project Management and Strategic Innovation Management MSc courses in SPRU are taught by leading experts. The Project Management MSc covers areas such as managing complex projects, managing risk and innovation, developing leadership, and using agile project management tools to apply advanced project management practices.

For further information see: <http://www.sussex.ac.uk/spru/study>

### 3. Job Description

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|--------------------------|---|
| <b>Job Title:</b>        | Lecturer in Project Management with Innovation Studies  |
| <b>Grade:</b>            | Lecturer A (Education Focused), Grade 7   |
| <b>School:</b>           | University of Sussex Business School  |
| <b>Location:</b>         | Jubilee Building  |
| <b>Responsible to:</b>   | Dean of the Business School   |
| <b>Direct reports:</b>   | n/a   |
| <b>Key contacts:</b>     | Students, other members of Faculty within the School and University, School Officers, academics in the field in other institutions.   |
| <b>Role description:</b> | Lecturer A (Education Focused) is an entry level teaching position. Post-holders will be expected to teach in a developing capacity. Post-holders will be expected to establish an education portfolio (scholarship). |

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#### PRINCIPAL ACCOUNTABILITIES

1. To deliver and contribute to the design of high-quality teaching programmes to attract students.
2. 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 Individually or with colleagues, explore opportunities for enterprise activity, third stream income and/or consultancy.
- 2.2 Build internal contacts and participate in internal networks and relevant external networks in order to form relationships and collaborations.
- 2.3 Supervise doctoral students as part of a supervision team, as appropriate to the discipline.
- 2.4 Continually update knowledge and understanding in field or specialism, and engage in continuous professional development.
- 2.5 Translate knowledge of advances in the subject area into the course of study

- 2.6 Undertake scholarship to inform education to ensure excellent learning experience for students

### **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 Head of School.

### **4. Role-specific duties**

- 4.1 Teach modules in the fields of project management and innovation management.
- 4.2 Supervise PGT students in their Year End research reports.
- 4.3 Contribute to the continual development of the MSc Project Management and the MSc Strategic Innovation Management.

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. High quality teaching performance across a range of teaching activities, at different levels (year 1 undergraduate to postgraduate) appropriate to the discipline; as evidenced by surveys, questionnaires and peer review.
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 experience 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.
9. Initiating, developing or participating in links between the University and external bodies such as business and industry, the professions, community organisations and policy-makers.
10. Evidence of successful engagement in PhD supervision as appropriate to the discipline.
11. 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 at undergraduate level.
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 to completion) or appropriate professional qualification in project management and/or innovation management.
2. Experience of undergraduate and post-graduate teaching, or equivalent professional experience in relation to project and innovation management.
3. Excellent knowledge of contemporary issues and debates within the area of Business, project management and innovation, particularly in relation to science, technology and innovation.

## **DESIRABLE CRITERIA**

1. Experience of teaching marketing in higher education
2. Experience of masters report/dissertation supervision
3. Experience of successful curriculum design or redesign
4. A recognised higher education teaching qualification.
5. Membership of professional body, if appropriate
6. Emerging record of developing an education portfolio with some focus on scholarship