1. Advertisement

Post Title: Lecturer/ Senior Lecturer/ Reader in Management (Education & Students)
School/department: University of Sussex Business School / Management
Hours: Full time. Requests for flexible working options will be considered (subject to business need).
Contract: Fixed term for 18 months.
Reference: 3279
Salary: Grade 7 starting at £33,797 to £40,322 per annum; Grade 8 starting from £41,526 to £49,553 per annum; Grade 9 starting at £51,034 to £59,135 per annum
Placed on: 13 March 2020
Closing date: 17 April 2020. Applications must be received by midnight of the closing date.
Expected Interview date: 4 May 2020
Expected start date: 1 September 2020

Job description

The Department of Management is looking to recruit a full time faculty member at Lecturer/ Senior Lecturer/ Reader level in the area of Management for a period of 18 months.

Applicants from a wide range of disciplinary backgrounds are encouraged to apply including: management, organisational behaviour, and human resource management. The successful applicant will be expected to contribute to the teaching of our Foundation Year (Level 3) modules in Business & Management. These modules include content from different areas of Management (e.g., organisational behaviour, human resources, etc.) as well as learning around the various business contexts, for example globalisation, CSR and ethics and equality, diversity and inclusivity. Within what is a close knit and collaborative teaching team, special care is given to help students develop academic and employability skills to prepare them for their undergraduate degree courses. Relevant teaching experience and a student focussed approach in further education and higher education is welcome.

We are looking for passionate educators in the area of business management. The position will be part of the University of Sussex teaching-focused pathway, which will allow time and resources for teaching-related scholarship. However, there is no expectation that you will conduct traditional academic research as this is a teaching-focused position. A PhD, either in a business-related discipline or in higher education, is not a necessary requirement for this position.

The successful applicant needs to have an enthusiasm for teaching and for collaborating with colleagues.

Informal enquiries may be made with the Head of Department, Dr Benjamin Everly (b.everly@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.

3. **The School / Division**

The University of Sussex Business School is a unique research and teaching 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 (SPRU).

With such excellent foundations the University of Sussex Business School offers something distinctive and special to the future of business and management research and education in the UK and beyond. It is exceptionally well placed to provide leadership in the development and dissemination of sustainable business and management practice, informed by sound economic logic.

4. **The Department of Management**

The Department of Management, founded in 2018, currently encompasses over 25 research-active faculty members, plus over 13 faculty specialising in education and scholarship. The Department is composed of two subject groups (Operations and Technology Management; Organisational Behaviour and Human Resource Management) and a number of cross-disciplinary research groups (please see details).

The Department currently hosts one undergraduate and five postgraduate programmes entirely within the department, and several more degree programmes are offered jointly with other Departments in the School and the University. This includes a BSc in Business and Management Studies; and MScs in Global Supply Chain and Logistics Management; Human Resource Management; Management; Occupational Organisational Psychology and an MBA program.

We have a workload planning model, which protects research and scholarship time, and is used to allocate teaching fairly across our faculty. The Department attracts students from all over the world, enhancing the cultural dimension of the learning experience. We also have many international links, collaborating with universities around the globe.

5. **Job Description**

- **Job Title:** Lecturer in Management
- **Grade:** Lecturer A (Education Focused), Grade 7
- **School:** University of Sussex Business School
- **Location:** Jubilee Building
- **Responsible to:** Dean of School
- **Direct reports:** Head of Department
Key contacts: Students, other members of Faculty within the School and University, School Officers, academics in the field in other institutions.

Role description: 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).

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

2.4 Translate knowledge of advances in the subject area into the course of study

2.5 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.

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 policymakers.

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

PERSON SPECIFICATION

ESSENTIAL CRITERIA

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

2. Experience of teaching at undergraduate or postgraduate level.

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

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

5. Ability to exercise a degree of innovation and creative problem-solving.

6. Excellent organisational and administrative skills.

7. Ability to prioritise and meet deadlines.

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

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

DESIRABLE CRITERIA

1. Doctoral degree (PhD) in Education or related discipline.

2. A recognised higher education teaching qualification.

3. Experience of teaching at postgraduate level.

4. Membership of professional body, if appropriate.

5. Emerging record of developing an education portfolio with some focus on scholarship.
5. **Job Description**

**Job Title:** Lecturer in Management  
**Grade:** Lecturer B (Education Focused), Grade 8  
**School:** University of Sussex Business School  
**Location:** Jubilee Building  
**Responsible to:** Dean of School  
**Direct reports:** Head of Department  
**Key contacts:** Students, other members of Faculty within the School and University, School Officers, academics in the field in other institutions.

**Role Description**  
Lecturer B (Education Focused) is a career-grade teaching position. Post-holders will be expected to take full responsibility for the design, management and delivery of their own teaching. 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 programmes 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**

2.1 **Teaching & Student Support**

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

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

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

2.5 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.

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

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

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

2.9 Contribute to the accreditation of courses and quality-control processes.
2.10 Undertake and complete administrative duties required in the professional delivery of teaching.

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

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

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

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

3.1 Scholarship & Enterprise

3.2 Make presentations at conferences, or exhibit work in other appropriate events, and identify ways to disseminate results of scholarly activity informally via the internet, the media, and other forms of public engagement.

3.3 Identify sources of funding and secure or contribute to the process of securing bids.

3.4 Identify and secure opportunities for enterprise activity, knowledge exchange income and/or consultancy.

3.5 Actively build internal and external contacts, and play a key role in internal networks and relevant external networks in order to, for example, identify sources of funding, secure student placements, and build relationships for future activities.

3.6 Contribute to a relevant national professional body or recognised events.

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

3.8 Engage in subject, professional and pedagogic research as required to support education activities

3.9 Extend, transform and apply knowledge acquired from scholarship to education and appropriate external activities

3.10 Conduct individual or collaborative scholarly projects

3.11 Develop and produce learning materials and disseminate the results of scholarly activity

4.1 Contribution to School & University

4.2 Attend and contribute to School meetings.

4.3 Engage in activities beyond day-to-day teaching duties, for example Admissions Days.
4.4 Assist with undergraduate and postgraduate recruitment.

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

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

4.7 Advise and provide support to less experienced colleagues.

4.8 Conduct risk assessments, and take responsibility for the health and safety of others, if required.

4.9 Undertake additional administrative duties, such as time-tabling, examinations, assessment of progress and student attendance, as required by the Head of School.

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

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

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

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

6. Evidence of contributions to a relevant national professional body or recognised event.

7. Evidence of identifying and employing current pedagogic best practice to improve the student experience.

8. Involvement in the creation, transfer and use of research through a range of knowledge exchange activities.

9. Success in transferring research results into commercial, professional, public sector or other practical use.
PERSON SPECIFICATION

ESSENTIAL CRITERIA

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

2. Experience of teaching at undergraduate level or below undergraduate level.

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

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

5. Ability to exercise a degree of innovation and creative problem-solving.

6. Excellent organisational and administrative skills.

7. Ability to prioritise and meet deadlines.

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

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

DESIRABLE CRITERIA

1. Doctoral degree (PhD) in Education or related discipline.

2. Experience of successful curriculum design or re-design.

3. A recognised higher education teaching qualification.

4. Experience of supervising postgraduate research students.

5. Membership of professional body, if appropriate.

6. Emerging record of developing an education portfolio with some focus on scholarship
5. **Job Description**

**Job Title:** Senior Lecturer/ Reader in Management  
**Grade:** Grade 9  
**School:** Business School  
**Location:** Jubilee  
**Responsible to:** Dean of School  
**Direct reports:** Head of Department  
**Key contacts:** Students, other members of Faculty within the School and University, School Officers, academics in the field in other institutions.

**Role description:** Senior Lecturer (Education Focused) is a senior career-grade teaching position. Post-holders will be expected to show academic leadership in teaching, and to support the management and strategic planning processes of the School and the University.

The title of Reader is awarded as a mark of personal distinction for an important contribution to the advancement of the subject. In addition Readers are expected to make a broad and sustained contribution to their field and discipline nationally and internationally, and to demonstrate sustained exceptional performance in research.

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**PRINCIPAL ACCOUNTABILITIES**

1. To provide academic leadership in the design and delivery of high-quality teaching programmes.

2. To support the management activities of the School and University, and undertake a key role in School or University working groups or committees, as required.

**KEY RESPONSIBILITIES**

2.1 **Teaching & Student Support**

2.2 Lead the innovative design, development and delivery of a range of programmes of study at various levels.

2.3 Ensure that course design and delivery comply with the University quality standard and regulations, and take responsibility for the quality of programme units.

2.4 Regularly review and update course content and teaching materials, ensuring that they remain up-to-date and relevant, incorporating advances in the subject area and utilising appropriate technology.

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

2.6 Actively maintain an understanding of appropriate pedagogy in the subject area.
2.7 Provide academic leadership to those working within programme areas, e.g. as a course leader.

2.8 Supervise taught postgraduate students, providing advice on study skills.

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

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

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

2.12 Contribute to the development of teaching and learning strategies and work in conjunction with others to apply subject knowledge to practice.

2.13 Provide first line support for colleagues, referring them to sources of further help if required.

2.14 Lead and develop external networks, for example by being an external examiners or assessor.

2.15 Develop links with external contacts such as other educational bodies, employers and professional bodies to foster collaboration.

4.1 Scholarship & Enterprise

4.2 Contribute to the development of School scholarship strategies and themes.

4.3 Identify and develop research objectives and proposals for own or joint pedagogic research and develop ideas for application of research outcomes.

4.4 Provide academic leadership to those working within relevant research areas.

4.5 Play an influential role in identifying sources of funding and secure and/or contribute to the process of securing bids.

4.6 Play a leading role in identifying and securing opportunities for enterprise activity, knowledge exchange income and/or consultancy.

4.7 Producing high quality pedagogic research outputs that have significant impact in the field for publication or performance/exhibition as appropriate.

4.8 Make presentations at national or international conferences or exhibit work in other appropriate events of a similar standing, and identify ways to disseminate research outputs informally via the internet, the media and other forms of public engagement.

4.9 Actively build internal and external contacts, and play a key role in internal networks and relevant external networks in order to, for example, identify sources of funding, secure student placements, and build relationships for future activities.
4.10 Develop links with external contacts such as other educational bodies, businesses, the public sector, and professional bodies to foster collaboration and potentially generate a source of income.

4.11 Provide academic leadership to those working within relevant research or scholarship areas ie. Education portfolio.

4.12 Play a role in a relevant national professional body or recognised events.

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

4.14 Engage in pedagogic and practitioner research and other scholarly activities

4.15 Contribute to the development of education strategies

4.16 Work in conjunction with others to apply subject knowledge to practice

4.17 Act as a referee and contribute to peer assessment

1. Contribution to School & University

5.1 Attend and contribute to School meetings.

5.2 Contribute to the overall management of the School in areas such as budget management and business planning, as required.

5.3 Contribute to School-level strategic planning, and University-level strategic planning processes if required.

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

5.5 Assist with undergraduate and postgraduate recruitment.

5.6 Chair and/or play a key role in School or University working groups or committees, as required.

5.7 Undertake an administrative or organisational role within the School e.g. Library Representative, Year Tutor, Exam Board Chair, or personal/academic tutoring.

5.8 Advise and provide support to less experienced colleagues, and conduct Performance and Development Reviews, as required.

5.9 Conduct risk assessments and take responsibility for the health and safety of others, if required.

5.10 Undertake additional administrative duties, as required by the Head of School.

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. Evidence of novel or innovative approaches to teaching supervision or assessment, including appropriate uses of technology.

2. Sustained high-quality teaching across both undergraduate and postgraduate portfolios, as evidenced by surveys, questionnaires and peer review.

3. Evidence of the integration of scholarship and professional practice with teaching activities.

4. Significant involvement in knowledge creation and transfer in conjunction with partner organisations in industry, commerce, government or NGOs. This could be in the form of externally funded research, knowledge exchange and/or consultancy.

5. Evidence of external profile, such as membership of professional body, editorial board or similar.

6. Successful prosecution of a major task which facilitates School or organisational unit performance or business.

7. Evidence of a capacity to contribute creatively and constructively to the management of School business.

8. Evidence of successful management of more junior and/or support staff where such opportunities exist.

9. Responsible and effective involvement in the broader arena of the School and/or University including, where appropriate, a role providing support, pastoral care and guidance to students or colleagues.

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 proven ability to engage with students using a variety of different methods.

3. Significant experience of high-quality teaching at undergraduate and postgraduate level.

4. Track record of significant and high quality publications in an appropriate media.

5. An emerging international reputation in the field of study.

6. Experience of successful curriculum design or re-design.
7. Significant experience of supervising postgraduate students.

8. Evidence of proactive contribution to School and/or University.

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

10. Leadership and people management skills.

11. Ability to exercise a high degree of innovation and creative problem-solving.

12. Excellent organisational and administrative skills.

13. Ability to prioritise and meet deadlines.

14. A willingness to participate in support activities beyond normal teaching duties.

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

**DESIRABLE CRITERIA**

Evidence of an education portfolio with significant focus on scholarship