School of Business, Management & Economics
Department of Business & Management
Lecturer / Senior Lecturer in Finance
Permanent, Full Time or Part Time: part time appointments would normally be at a minimum of 0.5 FTE
Salary range: Lecturer A: starting at £34,956 and rising to £38,183 per annum
Lecturer B: starting at £39,324 and rising to £46,924 per annum
Senior Lecturer: starting at £48,327 and rising to £55,998 per annum
Expected Interview Date: 14 June 2017

The University of Sussex is looking to recruit a new Lecturer/Senior Lecturer in the Department of Business and Management (B&M), which is a key component of the School of Business, Management and Economics (BMEc). The B&M department is engaged in researching and teaching the full range of business disciplines, working closely with the other departments in the School, namely Economics, with its strong reputation for development economics and international trade; and SPRU, the internationally recognised centre for policy related research and work on climate change and innovation.

Successful applicants will need to show clear research agenda evidenced with publications and working papers aiming for publication in internationally rated journals. They would be expected to contribute to existing research expertise in our Business Finance (BF) research group (http://www.sussex.ac.uk/bfrg). The BF interdisciplinary research group combines traditional corporate finance with entrepreneurship perspectives to provide a unique understanding of corporate finance in both public and private companies. Some of the BF group’s current research themes are: i) corporate bond market; ii) smaller private enterprises (SMEs) including management buyouts and family firms; iii) initial public offerings; iv) roles of venture capital and other intermediaries such as accounting firms and investment banks. All successful candidates will be research active academics who enjoy working in a dynamic, multidisciplinary, environment.

Informal enquiries may be made with the Head of the Department of Business and Management School, Prof Sue Newell (sue.newell@sussex.ac.uk).

Closing date for applications: 20 April 2017

For full details and how to apply see www.sussex.ac.uk/jobs

The University of Sussex is committed to equality of opportunity
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 three Pro-Vice-Chancellors, the Registrar and Secretary, the Director of Finance and the Director of Human Resources. The Heads of the Schools of Studies at Sussex report to the Pro-Vice-Chancellors.

The Registrar and Secretary heads the Professional Services of the University. In addition, under the University Statutes, the Registrar and Secretary is Secretary to the University Council. The Director of Finance reports to the Vice-Chancellor. The Director of ITS reports to the Registrar and Secretary, and the Librarian reports to one of the Pro-Vice-Chancellors.

3. **The School of Business, Management and Economics**

The School of Business, Management and Economics is a unique research-focused interdisciplinary school, which takes a strong policy-directed view on business practices while also developing the underlying core disciplines. In addition to the Department of Business and Management it includes the Department of Economics and the Science and Technology Policy Research (SPRU).

With such excellent foundations the School of Business, Management and Economics 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 Business and Management**

The Department of Business and Management, founded in 2009, currently encompasses over 62 research-active faculty members, plus over 42 teaching fellows. The Department is composed of 4 subject groups (Accounting, Finance, Business and Enterprise, and Management and Organization) and a number of cross-disciplinary research groups (please see details at - http://www.sussex.ac.uk/bam/research). Successful applicants would be allocated to the appropriate subject group and invited to join (or potentially launch) a research group.

The Department currently hosts 5 undergraduate and 10 postgraduate programmes entirely within the department, and several more degree programmes are offered jointly with other Departments in the University. This includes BScs in Business and Management, Marketing and Management, Accounting and Finance, Finance and International Business; and MScs in Financial Risk and Investment Analysis, Management and Finance, Banking and Finance, International Accounting and Corporate Governance, Management, Global Supply Chain and Logistics Management, HRM, Marketing, Entrepreneurship, International Management and an MBA. Successful candidates will be expected to contribute to modules in these degrees, as appropriate for their discipline. We have a workload planning model, which protects research 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. Sussex is an inclusive, welcoming and truly international University.
CORE JOB DESCRIPTION

Job Title: Lecturer
Grade: Lecturer A, Grade 7
School: School of Business, Management & Economics
Location: Jubilee Building, Falmer
Responsible to: Head of 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: Lecturer A is an early career-grade teaching and research position. Post-holders will be expected to teach in a developing capacity, establish an independent research portfolio, including publication and making applications for research funding.

PRINCIPAL ACCOUNTABILITIES

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

2. To engage in individual and/or collaborative research activity resulting in high-quality publications to be submitted to the REF at acceptable levels of volume and academic excellence; and develop research funding and knowledge exchange income individually or in collaboration with others, as appropriate, depending on the size and scope of the bid.

3. 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**

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

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

   2.3 With guidance: develop high-quality inclusive teaching materials, methods and approaches using appropriate technology; take responsibility for their quality, and ensure that they meet defined learning objectives.

   2.4 With guidance: set, mark, and assess coursework and examinations; select appropriate assessment instruments and assessment criteria; and provide constructive and comprehensive feedback to students.

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

   2.6 Develop and maintain an understanding of appropriate pedagogy in the subject area.

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

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

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

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

2. **Research, Scholarship & Enterprise**

   2.1 Develop research objectives and proposals for own or joint research, at acceptable levels, with assistance if required.

   2.2 Conduct research projects individually and/or in collaboration with others.

   2.3 Analyse and interpret research findings and draw conclusions on the outcomes.

   2.4 Produce high-quality research outputs for publication in monographs or recognised high-quality journals, or performance/exhibition, as appropriate, and contribute to the School’s REF submission at acceptable levels of volume and academic excellence.

   2.5 Make research funding applications as appropriate, with assistance if required.

   2.6 Individually or with colleagues, explore opportunities for enterprise activity, third stream income and/or consultancy.
2.7 Build internal contacts and participate in internal networks and relevant external networks in order to form relationships and collaborations.

2.8 Supervise doctoral students as part of a supervision team, as appropriate to the discipline.

2.9 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 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

• 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.

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

• Demonstrable contribution to the planning and development of courses.

• Delivering a teaching load in line with School expectations.

• Evidence of applying knowledge arising from research and scholarship to enhance teaching practice.

• Evidence of active engagement in advising students and proactively responding to problems experience by students.

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

• A PhD or equivalent scholarly or relevant professional activity.

• Pursuing a line of high-quality independent scholarly research appropriate to the discipline.

• Publishing research (either from a recently completed PhD or new original research).
- Success in obtaining competitive/peer reviewed research support funding or collaboration in significant research projects with institutions of equivalent standing.
- Other forms of externally recognised professional practice or creative output, of a standing equivalent to regular publication of original research.
- Initiating, developing or participating in links between the University and external bodies such as business and industry, the professions, community organisations and policy-makers.
- Evidence of successful engagement in PhD supervision as appropriate to the discipline.
- 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.
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. Evidence of engagement in high-quality research activity.
5. Excellent presentation skills, with the ability to communicate effectively, both orally and in writing, with students, colleagues and external audiences.
6. Ability to work individually on own initiative and without close supervision, and as part of a team.
7. Ability to exercise a degree of innovation and creative problem-solving.
8. Excellent organisational and administrative skills.
9. Ability to prioritise and meet deadlines.
10. A willingness to participate in student support activities beyond required teaching duties.
11. Excellent IT skills, with the ability to produce high-quality, inclusive learning materials.

DESIRABLE CRITERIA

1. A recognised higher education teaching qualification.
2. Experience of teaching at postgraduate level.
3. Emerging track record of high-quality publications in reputable journals and other appropriate media of similar standing.
4. Experience of generating research or knowledge exchange income.
CORE JOB DESCRIPTION

Job Title: Lecturer
Grade: Lecturer B, Grade 8
School: School of Business, Management & Economics
Location: Jubilee Building, Falmer
Responsible to: Head of 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
Lecturer B is a career-grade teaching and research position. Post-holders will be expected to take full responsibility for the design, management and delivery of their own teaching, be able to demonstrate an established research portfolio, and a growing reputation in their field of study. 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 engage in individual and collaborative research activity resulting in high-quality publications to be submitted to the REF at acceptable levels of volume and academic excellence, and to obtain research funding and/or knowledge exchange income as appropriate to the discipline.

3. 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.

2. Research, Scholarship & Enterprise
   2.1 Contribute to School research strategy and themes.
   2.2 Develop research objectives and proposals for own or joint research.
   2.3 Conduct research projects individually and in collaboration with others.
   2.4 Assess, interpret and evaluate outcomes of research, and develop ideas for their application.
   2.5 Produce high-quality research outputs that have impact in the field, for publication in monographs or recognised high-quality journals, or performance/exhibition, as appropriate, and contribute to the School’s REF submission at acceptable levels of volume and academic excellence.
2.6 Lead small research projects and/or identified parts of a larger project, including supervising the work of others and managing or monitoring a research budget, if appropriate.

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

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

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

2.10 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.

2.11 Supervise doctoral students as part of a supervision team.

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

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

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

3. **Contribution to School & University**

3.6 Attend and contribute to School meetings.

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

3.8 Assist with undergraduate and postgraduate recruitment.

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

3.10 Advise and provide support to less experienced colleagues.

3.11 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

- A record of development of new modules/groups of modules, course or significant components of schemes of study or CPD courses.
- Proven and sustained track record of successful teaching at the levels appropriate for the post.
- A high standard of teaching performance as judged by standard evaluation methods.
- Evidence of using feedback information from a range of sources to improve the student experience.
- Evidence of using knowledge arising from research and scholarship to enhance teaching and curriculum development.
- Evidence of engagement in advising students and proactively responding to student problems.
- Regular published output of original research at international level (refereed journal papers, monographs, book chapters, text-books).
- Other evidence of original research contributions to the field, such as through invited conference contributions, membership of editorial panels etc.
- Evidence of successful postgraduate masters and doctoral research supervision i.e. to completion.
- Sustained success in obtaining competitively awarded research grants and contracts, and knowledge exchange income.
- Involvement in the creation, transfer and use of the results of research through a range of knowledge exchange activities.
- Success in transferring research results to commercial, professional, public sector or other practical use.
- Evidence of contributions to a relevant national professional body or recognised event.
PERSON SPECIFICATION

ESSENTIAL CRITERIA

1. Normally educated to doctoral level, or other equivalent qualification, or appropriate level of experience, as appropriate to the discipline.
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.
4. Evidence of significant independent contribution to the design and execution of research.
5. An emerging track record of publications in reputable journals and other appropriate media of similar standing.
6. Excellent presentation skills, with the ability to communicate effectively, both orally and in writing, with students, colleagues and external audiences.
7. Ability to work individually on own initiative and without close supervision, and as part of a team.
8. Ability to exercise a degree of innovation and creative problem-solving.
9. Excellent organisational and administrative skills.
10. Ability to prioritise and meet deadlines.
11. A willingness to participate in support activities beyond normal classroom duties.
12. Excellent IT skills, with the ability to produce high-quality learning support materials.

DESIRABLE CRITERIA

1. Experience of successful curriculum design or re-design.
2. A recognised higher education teaching qualification.
3. Experience of generating research or knowledge exchange income.
4. Experience of supervising postgraduate research students.
CORE JOB DESCRIPTION

Job Title: Senior Lecturer/ Reader
Grade: Grade 9
School: School of Business, Management & Economics
Location: Jubilee Building
Responsible to: Head of 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: Senior Lecturer is a senior career-grade teaching and research position. Post-holders will be expected to show academic leadership in both teaching and research, 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.

PRINCIPAL ACCOUNTABILITIES

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

5. To engage in high-quality research activity resulting in high-quality publications to be submitted to the REF at acceptable levels of volume and academic excellence; to lead research projects or research initiatives in the School; to secure research funding and third-stream income; and to contribute to the School’s research strategy.

6. 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. Teaching & Student Support

2.11 Lead the innovative design, development and delivery of a range of programmes of study at various levels.
2.12 Ensure that course design and delivery comply with the University quality standard and regulations, and take responsibility for the quality of programme units.

2.13 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.

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

2.15 Actively maintain an understanding of appropriate pedagogy in the subject area.

2.16 Provide academic leadership to those working within programme areas, e.g. as a course leader.

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

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

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

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

4. Research, Scholarship & Enterprise

2.10 Contribute to the development of School research strategies and themes.

2.11 Identify and develop research objectives, and proposals for own or joint research.

2.12 Carry out independent research and act as a Principal Investigator or project leader on major research projects. This may involve leading and line-managing the staff including their recruitment, probation, mentoring, performance review and staff development; managing the budget, and taking responsibility for the delivery of the programme.

2.13 Define research objectives and questions, review and synthesise the outcomes of research studies, and develop ideas for application of research outcomes.

2.14 Develop proposals for major research projects which will make a significant impact, and lead to an increase in knowledge or understanding or the development of new explanations, insights, concepts or processes.

2.15 Produce high-quality research outputs that have significant impact in the field, for publication in monographs or recognised high-quality journals, or performance/exhibition, as appropriate, and make a significant contribution to the School’s REF submission at acceptable levels of volume and academic excellence.

2.16 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.
2.17 Develop and maintain an independent research reputation by, for example, serving on peer review committees, and acting as a referee for journal articles and research grant applications.

2.18 Contribute to the internal management of the REF assessment exercise.

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

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

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

2.22 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.

2.23 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.

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

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

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

5. Contribution to School & University

3.12 Attend and contribute to School meetings.

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

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

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

3.16 Assist with undergraduate and postgraduate recruitment.

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

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

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

3.20 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**

- Evidence of novel or innovative approaches to teaching supervision or assessment, including appropriate uses of technology.
- Sustained high-quality teaching across both undergraduate and postgraduate portfolios, as evidenced by surveys, questionnaires and peer review.
- Evidence of the integration of research, scholarship and professional practice with teaching activities.
- Regular published output of original research, with a significant proportion at international level (referred journal papers, monographs, book chapters, text books).
- Responsible for leading and managing a major research group.
- Sustained success in obtaining competitively awarded research and knowledge exchange grants and contracts, with evidence of leadership in securing such awards (for example, as Principal Investigator).
- A successful track record of completed postgraduate research supervision at MPhil and DPhil level.
- 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.
- Evidence of external profile, such as membership of professional body, editorial board or similar.
- Successful prosecution of a major task which facilitates School or organisational unit performance or business.
- Evidence of a capacity to contribute creatively and constructively to the management of School business.
- Evidence of successful management of more junior and/or support staff where such opportunities exist.
- 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

12. Normally educated to doctoral level, or other equivalent qualification, or appropriate level of experience, as appropriate to the discipline.

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

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

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

16. Ability to lead and manage a major research programme.

17. Track record of significant and high-quality publications in reputable journals and other appropriate media of similar standing.

18. Successful track record of generating research and knowledge exchange income, and the translation of research results into practice.


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

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

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

23. Leadership and people management skills.


25. Excellent organisational and administrative skills.

26. Ability to prioritise and meet deadlines.

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

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