1. Advertisement

School of Business, Management & Economics
SPRU – Science Policy Research Unit
Teaching Fellow in Project and Innovation Management
Fixed term until 31 August 2018, Full time
Salary range: starting at £32,004 and rising to 38,183 per annum
Expected start date: 1 June 2017
Expected interview date: 28 April 2017

The Science Policy Research Unit (SPRU), within the School of Business, Management and Economics, is seeking a Teaching Fellow to join our team for 15 months starting in June, to teach and help to convene modules in the fields of project management, innovation management, and research methods.

Candidates should have, or be near to completion of, a relevant PhD, and experience or relevant professional qualification in teaching at Undergraduate and Postgraduate level in one of the two primary fields. It would be an advantage to have experience in MSc dissertation or project supervision.

If you would like to discuss this position further please contact SPRU Director of Teaching Dr. Puay Tang p.tang@sussex.ac.uk

Closing date for applications: 11 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 ProVice-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 head 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 & SPRU

The School of Business, Management and Economics (BMeC)
The School of Business, Management and Economics (BMEc) was formed in 2009 and comprises the Department of Business and Management, the Department of Economics and SPRU (Science Policy Research Unit). With a new home in the Jubilee Building, a state-of-the-art academic building at the heart of the campus, BMEc 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.

4. Job Description

For the post of: Teaching Fellow in Project and Innovation Management

Job Title: Teaching Fellow in Project and Innovation Management
Grade: Grade 7
School: Business, Management and 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: Teaching Fellow is an early career-grade teaching position. Post-holders will be expected to teach in a developing capacity.

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 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 Head of School.

4. **Role-specific duties**

4.1 Teach and help to convene modules in the fields of project management, innovation management, and research methods.

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**

- Proven and sustained track record of successful teaching at the levels appropriate for the post.
- 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 scholarship or professional experience to enhance teaching practice.
- Evidence of active engagement in advising students and proactively responding to problems experienced by students.
- Completion, within a reasonable period of time, of a recognised higher education teaching qualification.
- 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 to completion) or appropriate professional qualification in one of the following fields: project management in conjunction with innovation management and research methods. The order of priority for consideration will be first, project management; second innovation management; and third research methods (quantitative and/or qualitative).

2. Experience in undergraduate and post-graduate teaching, or equivalent professional experience.

DESIRABLE CRITERIA

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

2. Competencies in project and innovation management.

3. Experience of teaching in higher education.

4. Membership of professional body, if appropriate

5. Experience in MSc supervision