School of Business, Management & Economics
SPRU – Science Policy Research Unit
Lecturer in Project and Innovation Management
Permanent, Full time
Salary range: starting at £39,324 and rising to £46,924 per annum
Expected interview date: 30 May 2017
Expected start date: 1 September 2017

The Science Policy Research Unit (SPRU), within the School of Business, Management and Economics, is internationally recognized as a leading institution for interdisciplinary research in science, technology and innovation to tackle real-world questions. SPRU offers five well-established Courses -- MSc in Science and Technology Policy, Energy Policy, Project Management, Strategic Innovation Management and Sustainable Development. The content for each MSc is closely related to the research activity of the teaching faculty and its practical application.

SPRU wishes to appoint a lecturer in project and innovation management to join a growing group of project and innovation management scholars and experienced professionals. The successful applicant will have a demonstrable record of teaching, which will complement and extend and the teaching and research activities of SPRU. The post-holder, in particular, is expected to design and deliver innovative new teaching and assist either the Course Director of the Project Management MSc or Strategic Innovation Management MSc in its administration, organization and growth, as well as participate across a range of teaching activities. The successful candidate is required to be research active and who will thrive in a collaborative and collegial environment. The successful candidate can come from any aspect of project or innovation management.

Informal enquiries may be made with the SPRU Director of Teaching Dr. Puay Tang
p.tang@sussex.ac.uk

Closing date for applications: 17 May 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.

The Project Management and Innovation Management MSc programmes

The Project Management MSc is an intense one-year Course comprising of two semesters. It offers a range of exciting modules from which students can choose to meet their interests and needs. These include Business and Project Management; Management of Risk; Innovation and Infrastructure, Managing Innovation; Advanced Project Management; Managing Complex Projects, Products and Services; Innovation for Sustainability; Network Analysis and Infographics; Strategic Management; International Human Resources Management; and Managing Virtual Projects, among many others. Students will be taught tools, concepts and methods and to think critically for the management of projects in a rapidly changing and dynamic environment. They will also be given many practical assignments. Students will prepare a major report on a project of their choice at the end of the second semester.

The MSc Strategic Innovation Management equips students with the knowledge and skills to lead and manage innovation at both operational and strategic levels. Students gain a practical
yet rigorous toolbox of methods for the effective management of innovation. The focusing on new-product and service development in larger organisations, in both the private and public sectors, you develop an integrative approach that combines the management of the market, technological and organisational changes – and learn how to create value from innovation. Core modules include: Design, Creativity and Innovation; Infrastructure and Innovation; Innovation Management Project; Managing Innovation; New Product Development Strategy; Science, Technology and Innovations: Markets, Firms and Policies.

http://www.sussex.ac.uk/spru/study/masters
4. Job Description

For the post of: Lecturer in Project and Innovation Management

Job Title: Lecturer in Project and Innovation Management
Grade: Lecturer B, Grade 8
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
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**

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

3.5 Advise and provide support to less experienced colleagues.

3.6 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.

4.2 Assist the Course Director of Project Management MSc or Strategic Innovation Management MSc with its organization.

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 (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.

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.

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. A PhD with an emphasis 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. A proven track record of publications on project management or innovation management in reputable journals.

**DESIRABLE CRITERIA**

1. Experience of successful curriculum design or re-design.
2. A recognised higher education teaching qualification.
3. Experience in proposal writing and success in raising research funding.
4. Experience in supervising postgraduate research students.