

1 Advertisement

Post Title: Lecturer in Supply Chain Management

School/department: University of Sussex Business School / Management

Hours: Full time. Requests for flexible working options will be considered (subject to business need).

Contract: Permanent

Reference: 6137

Salary: Grade 7 starting at £34,304 to £40,927 per annum, pro rata if part time
Grade 8 starting from £42,149 to £50,296 per annum, pro rata if part time

Placed on: 20 September 2021

Closing date: 20 October 2021. Applications must be received by midnight of the closing date.

Expected start date: 1 January 2022 or as early as possible thereafter
This advert was recently posted – Previous Applicants need not apply.

The Department of Management is looking to recruit a Lecturer in Supply Chain Management (Education and Scholarship). The successful candidate will be a part of the Operations and Technology Management group within the Department of Management.

The group is interested in procurement; global value chains; manufacturing management and operations research and has a strong focus on sustainability, innovation and risk. The Department of Management also hosts the [Circular Economy](#) and the [Supply Chains 4.0 Hub](#).

Applicants from Operations Management, Supply Chain Management, Corporate Social Responsibility and Business Ethics background are encouraged to apply. We encourage applications from individuals who take innovative approaches to teaching, who are experienced in delivering research-led teaching and are interested in informing their teaching with business practice. The successful applicants will contribute to our BSc in Business and Management Studies, MSc in Management and to the MSc in Global Supply and Logistics Management programmes.

Candidates should be able to demonstrate scholarly work on pedagogical matters in their field as evidenced by a Doctoral degree in Education, HEA membership, pedagogical research or scholarship outputs on relevant outlets, and participation in conferences of the discipline. Evidence of teaching excellence is expected.

The successful applicants need to have an enthusiasm for teaching and for collaborating with colleagues.

Please contact the Deputy Head of the Department of Management, Dr Dimitra Petrakaki (D.Petrakaki@sussex.ac.uk) for informal enquiries.

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 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.

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, 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 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/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.

3. Job Description

CORE JOB DESCRIPTION

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|------------------------|---|
| Job Title: | Lecturer in Supply Chain Management |
| Grade: | Lecturer A (Education Focused), Grade 7 |
| School: | University of Sussex Business School |
| 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 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 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

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.

DESIRABLE CRITERIA

1. A recognised higher education teaching qualification.
2. Experience of teaching at postgraduate level.
3. Membership of professional body, if appropriate
4. Emerging record of developing an education portfolio with some focus on scholarship

CORE JOB DESCRIPTION

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|-------------------------|---|
| Job Title: | Lecturer in Supply Chain Management |
| Grade: | Lecturer B (Education focused), Grade 8 |
| School: | University of Sussex Business School |
| 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 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

3. To design and deliver high-quality teaching programmes that are attractive to students.
4. 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. Teaching & Student Support

- 1.14 Engage in the planning, delivery and assessment of innovative high-quality undergraduate and postgraduate teaching, in liaison with the relevant programme and course convenors.
- 1.15 Identify, design, develop and manage new curriculum proposals that are attractive to students.

- 1.16 Develop high-quality inclusive teaching materials, methods and approaches, take responsibility for their quality, and ensure that they meet defined learning objectives.
- 1.17 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.
- 1.18 Set, mark, and assess coursework and examinations; select appropriate assessment instruments and assessment criteria, and provide constructive and comprehensive feedback to students.
- 1.19 Undertake continuous professional development to maintain an understanding of appropriate pedagogy in the subject area.
- 1.20 Supervise the work of undergraduate and taught postgraduate students, providing advice on study skills.
- 1.21 Contribute to the accreditation of courses and quality-control processes.
- 1.22 Undertake and complete administrative duties required in the professional delivery of teaching.
- 1.23 Undertake academic advising duties, and provide first-line support for sensitive issues, referring on as appropriate to services providing further assistance.
- 1.24 Adopt an approachable and accessible attitude towards students, offering office hours, informal advice etc.
- 1.25 Supervise student projects, fieldtrips and, where appropriate, placements.
- 1.26 Supervise the work of others, and co-ordinate work to ensure modules are delivered to the required standards.

4. Scholarship & Enterprise

- 2.7 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.
- 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 Engage in subject, professional and pedagogic research as required to support education activities
- 2.15 Extend, transform and apply knowledge acquired from scholarship to education and appropriate external activities
- 2.16 Conduct individual or collaborative scholarly projects
- 2.17 Develop and produce learning materials and disseminate the results of scholarly activity

5. 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 Undertake an administrative or organisational role within the School e.g. Library Representative, Year Tutor or personal academic tutoring.
- 3.10 Play a key role in School or University working groups or committees, as required.
- 3.11 Advise and provide support to less experienced colleagues.
- 3.12 Conduct risk assessments, and take responsibility for the health and safety of others, if required.
- 3.13 Undertake additional administrative duties, such as time-tabling, examinations, assessment of progress and student attendance, as required by the Head of School.

5. Role-specific duties

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. A record of development of new modules/groups of modules, course or significant components of schemes of study or CPD courses.

2. Proven and sustained track record of successful teaching at the levels appropriate for the post.
3. A high standard of teaching performance as judged by standard evaluation methods.
4. Evidence of using feedback information from a range of sources to improve the student experience.
5. Evidence of using knowledge arising from research and scholarship to enhance teaching and curriculum development.
6. Evidence of engagement in advising students and proactively responding to student problems.
7. Evidence of contributions to a relevant national professional body or recognised event.
8. Evidence of identifying and employing current pedagogic best practice to improve the student experience.
9. Doctoral supervision
10. Involvement in the creation, transfer and use of results of research through a range of knowledge exchange activities.
11. Success in transferring research results into commercial, professional, public sector or other practical use.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

11. Normally educated to doctoral level, or other equivalent qualification, or appropriate level of experience, as appropriate to the discipline (see role-specific criteria below).
12. Excellent interpersonal skills, with the ability to engage with students using a variety of different methods.
13. Experience of teaching at undergraduate and taught postgraduate level.
14. Evidence of significant independent contribution to the design and execution of research.
15. Excellent presentation skills, with the ability to communicate effectively, both orally and in writing, with students, colleagues and external audiences.
16. Ability to work individually on own initiative and without close supervision, and as part of a team.

17. Ability to exercise a degree of innovation and creative problem-solving.
18. Excellent organisational and administrative skills.
19. Ability to prioritise and meet deadlines.
20. A willingness to participate in support activities beyond normal classroom duties.
21. 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 supervising postgraduate research students.
4. Membership of professional body, if appropriate.
5. Emerging record of developing an education portfolio with some focus on scholarship