

Job Title: Lecturer in Work and Employment

Grade: 8

Salary: £39,609 to £48,677 per annum

Department: School of Business

Hours/Contract: Permanent, full time

Role Purpose

You will contribute to the delivery and development of the School's undergraduate curriculum and the School's taught postgraduate provision, as well as the supervision of postgraduate researchers.

You will be expected to take a pro-active approach to developing research collaborations, submitting grant applications, attending and organising conferences and seminars, and enhancing the research profile of the School, commensurate with your level of seniority.

You will be responsible to the Head of Division and Dean of ULSB and will undertake research, scholarship, teaching and administration and other activities supporting the work of the School and developing and enhancing its reputation.

| Main Duties and Responsibilities | % Time |
|---|--------|
| <p>Research</p> <ul style="list-style-type: none"> • Establish a sound research base in order to deliver high quality individual and collaborative research • Make a full active research contribution to the School with the objective of producing research outputs which meet attainable levels of international excellence • Publish research articles in leading peer-reviewed journals and volumes • Secure, in collaboration with colleagues as appropriate, external research funding through research grants or contracts to support a well-defined research agenda, which will deliver outputs of international excellence • Recruit, supervise and assess postgraduate research students in related fields of expertise • Consistent with the resources available and School and other obligations, attend and present research findings and papers at academic and professional conferences, and contribute to the external visibility of the Division and School • Ensure that all research activities undertaken are in compliance with the 'Research Code of Conduct' operated by the University | 40% |
| <p>Teaching</p> <ul style="list-style-type: none"> • Teach at undergraduate and postgraduate levels, including via distance learning as appropriate | 40% |





| | |
|--|---|
| <ul style="list-style-type: none"> • Supervise dissertations by undergraduate and postgraduate students, including via distance learning • Cooperate with colleagues in the review and development of the curriculum and in the design and launch of new degrees or other academic awards where appropriate • Ensure that student feedback on teaching is sought, through questionnaires and other means, and respond constructively to such feedback and to advice from peers • Maintain a broad knowledge of up-to-date research and scholarship in relevant fields to ensure that teaching meets the standards expected within a research-led University • Contribute to the teaching excellence and prestige of the School by seeking and sustaining membership of the HEA at the relevant level of seniority • Undertake academic duties (e.g. setting examination papers, marking, invigilation and pastoral support of students) required to sustain the delivery of high quality teaching • Support and comply with the University and School’s teaching quality assurance standards and procedures, including the provision of such information as may be required by the School or the University | |
| <p>Administration</p> <ul style="list-style-type: none"> • Undertake such specific School roles and management functions as may be reasonably required by your Head of Division and the Dean of the School (or such persons to whom responsibility may have been delegated) • Attend School meetings and participate in other committees and working groups within the School, the College and the University to which appointed or elected • Engage in continuous professional development, for example through participation in relevant staff development programmes • Participate in relevant professional activities • Ensure compliance with health and safety requirements in all aspects of work | 20% |
| <p>Enterprise</p> <ul style="list-style-type: none"> • Seek opportunities to generate income from activities in support of the enterprise agenda (including CPD, working with external organisations, both nationally and internationally, commercialisation, commissioned research and consultancy). | Enterprise, Engagem |
| <p>Engagement</p> <ul style="list-style-type: none"> • Contribute to the visibility and impact of research activities, as appropriate, by engaging with policy-makers, societal stakeholders and the general public • Undertake, subject to agreement of the Dean of the School and the University as appropriate, external commitments that reflect well upon and enhance the reputation of the University | ent and Leadership are included in and span across the Teaching, Research |





| | |
|---|----------------------------------|
| <p>Leadership</p> <ul style="list-style-type: none"> • Provide leadership at School level in related fields of expertise as appropriate • Coaching and mentoring of more junior members of staff | <p>and Admin elements above.</p> |
| <p>Internal and External Relationships</p> | |
| <p>Coordination with central University offices as required. External representation on national/international scientific bodies/committees. Delivery of research presentations at national/international conferences and meetings. Peer review of research outputs for national/international journals.</p> | |
| <p>Planning and Organising</p> | |
| <p>Long term planning/organisation of work in delivery of varied aspects of the job specification. Seek guidance from academic mentors, administrative support staff and other academic colleagues as required.</p> | |
| <p>Qualifications, Knowledge and Experience</p> | |
| <p>Essential</p> <ul style="list-style-type: none"> • PhD completed or registered and close to completion or significant experience in a relevant field* • Recognised expertise in a specialist field within the area of work and employment* • A record of publications in international journals and with leading publishers, commensurate with career experience* • Substantial experience of teaching at undergraduate and/or postgraduate level. <p>Desirable</p> <ul style="list-style-type: none"> • Potential for or evidence of an emerging record of research income generation, commensurate with career experience • Experience of postgraduate dissertation supervision • Skills in mentoring/advising and motivating students • Experience of delivering CIPD-accredited programmes • Fellowship of the Higher Education Academy | |





Skills, Abilities and Competencies

Essential

- High level of proficiency in English, sufficient to undertake research, teaching and administrative activities utilising English Language materials and to communicate effectively with staff and students
- Proven ability to initiate, develop and deliver high quality research and to publish in forms consistent with research that is internationally recognised as excellent*
- Willingness to attempt to generate external funding to support research programmes*
- Demonstrated ability to contribute to the teaching of one or more modules at undergraduate and postgraduate levels*
- Demonstrated commitment to excellence and innovation in teaching and pedagogical development
- Excellent written* and verbal communication skills, including good IT competency
- Ability to work independently and as part of a team on research and teaching programmes
- Ability to plan, organise, implement and deliver programmes of work

Desirable

- Ability and willingness to travel and represent the University at external meetings and conferences
- Experience of or familiarity with Distance Learning provision*

****Criteria to be used in shortlisting candidates for interview***

VITAL

The University encourages all staff to live our [VITAL values](#) which are:
Valuing People, Innovators, Together, Accountable, Leaders.

Equality and Diversity

We believe that equality, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equality support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equality, diversity and inclusion.

