



The  
University  
Of  
Sheffield.

About  
The  
Job.

## **Management School**

### **Faculty of Social Sciences**

#### **Senior Lecturer/Lecturer in Human Resource Management or Organisational Behaviour (1 Post)**

##### **Overview**

The Management School at the University of Sheffield achieved accreditation from the three largest and most influential business school accreditation associations: AACSB, AMBA and EQUIS. The School therefore joins the top one per cent of Schools across the world – 57 globally and 14 in the UK – to be awarded the Triple Crown accreditation.

The Management School's vision is to be a world-class management school recognised for the delivery of intellectually rigorous cutting-edge research, and excellent teaching and learning in a stimulating, innovative environment. Through the distinctiveness of our graduates, excellence of our staff, and network of international partners, we seek to inform the practice of management, and to make a difference to our community, locally and internationally.

The mission of the Management School is to sustain a research-intensive environment that creates, advances and disseminates knowledge with respect to management inquiry, for the benefit of students, private and public sector organisations and society in general.

Our planned relocation to a fully refurbished building in 2013 will provide excellent facilities to help achieve our further ambitions.

The Management School seeks to create an environment in which all staff can develop their research interests through national and international collaboration, links with industry and commerce, conference attendance and seminar series. Promoting synergy between research and teaching is also a key objective.

The Management School has an intake of around 1300 undergraduate students on its core programmes in Business Management, Accounting and Financial Management as well as its dual degrees with Mathematics, Economics, Information Management, East Asian Studies, and Modern Languages. The postgraduate programmes include a full-time MBA (accredited by AMBA) and MSc programmes in: Health Services Management; HRM (accredited by CIPD); Information Systems Management; International Management; Management (also AMBA accredited), Work Psychology, and Occupational Psychology (accredited by the BPS). In addition there is a strong and growing doctoral programme with 70 full/part time registrations.

The Management School currently employs around 75 academic staff of which 15 are professors. Academic staff are supported by 41 professional administrative staff

We are looking for a research-active Senior Lecturer/Lecturer in Human Resource Management or Organisational Behaviour. We would also welcome applicants who are members of the CIPD.

The successful applicant will take a pro-active role in enhancing the Management School's reputation for high quality and innovative teaching and research. Applications are therefore invited from candidates capable of delivering first class research and an excellent student experience at both undergraduate and postgraduate level.

Applicants will hold a PhD in a relevant area (or have equivalent experience), will have teaching experience and evidence of the ability to produce high quality research publications, and have a demonstrable interest in developing teaching and research.

Additionally, applicants for the post of Senior Lecturer will have a strong track record in teaching and academic supervision, as well as an international research profile and a successful record of identifying and capturing peer-reviewed funding. A strong background in the development and improvement of teaching and research practice is also required.

## **JOB DESCRIPTION**

### **Main Duties and Responsibilities**

#### **A Lecturer will:**

- Be responsible for teaching and curriculum development at undergraduate/postgraduate level.
- Design and deliver teaching programmes, which will include identifying learning objectives and selecting appropriate curricula, selecting teaching methods, resources and reading, and determining, designing and producing study material.
- Prepare and implement student assessments, which will include designing assessment instruments and criteria; marking assessments, ensuring adequate moderation; providing feedback; judging whether student circumstances should be taken into consideration in the assessment; and collating and providing final assessments of students.
- Carry out course evaluation, including facilitating student feedback; reflecting on own teaching and implementing ideas for improving own performance.
- Undertake personal tutor responsibilities for undergraduate and postgraduate students.
- Play an active role in developing the Management School's research reputation and the development of new teaching initiatives.
- Conduct personal research by determining and implementing research objectives.
- Disseminate research findings through conference presentation and publications in high quality academic journals.
- Attract and manage the appropriate capture of external research grants.
- Attract and supervise high quality research students.
- Supervise postgraduate projects and mentor junior colleagues.
- Contribute to Management School/Faculty administration as and when appropriate.
- Self-generate work through research and scholarly pursuits plus innovation in teaching and administration.
- Be involved in professional activities such as refereeing papers, editing journals, refereeing research grants, external examining, organising conferences, committee membership and involvement with professional bodies.
- Carry out other duties, commensurate with the grade of the post.

### **Additionally, a Senior Lecturer will:**

- Conduct internationally recognised innovative research as well as encouraging and supporting research activities of other staff.
- Determine research direction for self and others and initiate and implement a programme of research.
- Develop funding strategies, identify and prepare quality applications for grants and manage external research grants.
- Disseminate research findings through conference presentation and publications in high quality journals.
- Undertake a range of knowledge transfer activities and collaborative research and consultancy.
- Carry out a significant departmental administrative role to a high standard, showing evidence of creativity and innovation, to meet the required objectives.
- Demonstrate substantial external recognition through an extensive range of professional activities.
- Act in senior roles within the Department/School/Faculty to advance student academic development at all levels by designing teaching programmes.

### **Both Lecturers and Senior Lecturers will:**

- Plan and prioritise own work, and plan up to five years ahead for some tasks.
- For teaching, plan up to one year ahead unless there are significant teaching programme changes or new courses, then plan for up to two years ahead of their introduction.
- Delegate and monitor the work of research students.
- Manage or co-manage external research funding over the period of research grant(s).

## **PERSON SPECIFICATION**

Applicants should demonstrate evidence of the following criteria in their applications. We will use a range of selection methods to measure candidates' abilities in these areas including reviewing your on-line application, seeking references, inviting short-listed candidates to interview and other forms of assessment action relevant to the post.

	<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications and experience</b>			
1.	A relevant PhD (completed or close to completion, or equivalent experience).	X (L/SL)	
2.	Proven teaching ability, ideally with a recognised teaching qualification.	X (L/SL)	
3.	Previous experience of work as a Lecturer.	X (SL)	X (L)
4.	Record of high-quality research publications.	X (L/SL)	
5.	Strong background in international research.	X (SL)	X (L)
6.	Experience of supervising postgraduate students.	X (SL)	X (L)
7.	Experience of supervising undergraduate students.	X (L/SL)	
8.	Experience of involvement in the management of external research grants.		X (L/SL)
9.	CIPD Membership.		X(SL/L)
<b>Management skills</b>			
10.	Proven ability to lead taught modules and programmes.	X (L/SL)	

11.	Ability to supervise and monitor the work of research students.	X (SL)	X (L)
<b>Communication skills</b>			
12.	Excellent presentation skills.	X (L/SL)	
13.	Ability to work effectively with internal and external customers.	X (L/SL)	
<b>Team working</b>			
14.	Ability to work both within a team and independently.	X (L/SL)	
<b>Supporting staff performance</b>			
15.	Ability to mentor colleagues in developing both their research agendas as well as teaching portfolios.	X (SL)	X (L)
16.	Ability to undertake staff development reviews of colleagues.	X (SL)	X (L)
<b>Problem solving and decision making</b>			
17.	Ability to plan and prioritise own daily work and forward plan up to five years for some tasks.	X (L/SL)	
<b>Project management</b>			
18.	Ability to design and deliver modules to a high standard.	X (L/SL)	
19.	Experience of project management.	X (SL)	X(L)
<b>Personal effectiveness</b>			
20.	Experience of developing network of contacts within the discipline.	X (L/SL)	
21.	Proven ability to prioritise effectively, managing ad hoc tasks as well as longer-term work.	X (L/SL)	
22.	Proven ability to work to deadlines.	X (L/SL)	

#### Further Information

This post is available as soon as practicable. Appointment may be subject to an initial probationary period, dependent upon experience.

This role has been identified as a full-time post, but we are committed to exploring flexible working opportunities with our staff which benefit both the individual and the University. Therefore, we would consider flexible delivery of the role subject to meeting the business needs of the post. See <http://www.sheffield.ac.uk/hr/wellbeing/info/wlb.html> for more information.

**Terms and conditions of employment:** Will be those for Grade 8 and 9 staff covered by the University Statutes.

#### Salary for this grade:

**Lecturer:** Grade 8: £37,102 - £44,116 per annum with the expectation of annual incremental progression. Potential to progress to £49,689 through sustained exceptional contribution.

**Senior Lecturer:** Grade 9: £46,846 - £52,706 per annum with the expectation of annual incremental progression. Potential to progress to £61,708 through sustained exceptional contribution.

More details on salaries, terms and conditions and our wide range of benefits for staff are available at <http://www.sheffield.ac.uk/jobs/salaries.html>

**Closing date:** 30<sup>th</sup> July 2012

## Informal enquiries:

For all on-line application system queries and support, contact: [e-Recruitment@sheffield.ac.uk](mailto:e-Recruitment@sheffield.ac.uk) .

For informal enquiries about this job and the Management School, contact: Professor Phil Johnson ([phil.johnson@sheffield.ac.uk](mailto:phil.johnson@sheffield.ac.uk)) or +44 (0) 114 222 3367.

### Selection Action – next steps

Following the closing date, you will be informed by email whether or not you have been shortlisted to be invited to participate in the next stage of the selection process. Please note that due to the large number of applications that we receive, it may take up to two working weeks following the closing date before the recruiting department will be able to contact you.

## The University of Sheffield is committed to achieving excellence through inclusion

The University of Sheffield is proud to be a Two Ticks employer  
<http://www.shef.ac.uk/hr/equality/support/twoticks/>

