Portsmouth Business School

Department of Operations & Systems Management

**Lecturer**

**Salary: £32,267 - £35,244**

**Closing date: 15th April 2013**

**Reference: 10007833**

The University of Portsmouth was recently identified as one of the top 350 Universities in the world in the Times Higher Education 2012 World University rankings. Portsmouth Business School has a track record of sustained excellence in teaching and research as evidenced by the consistently high student satisfaction scores in the National Student Survey, the excellent employability record of our graduates, and the results of the last two Research Assessment Exercises (RAE) 2001 and 2008, which positioned the School in the top quartile of the submissions in Business and Management. We offer a full range of degree programmes across business, management, law and economics, including the AMBA accredited MBA and the Doctor of Business Administration (DBA) programme. We combine excellence in research and scholarship with considerable business and consultancy experience, and provide leadership in the development and dissemination of sustainable business and management practice.

Portsmouth Business School has a vibrant environment and is ambitious. We wish to build upon our existing strengths and considerable recent success by investing in excellence. We seek to appoint to a number of new academic posts at Lecturer and Senior Lecturer levels. The successful candidates are likely to have completed a doctorate recently, or be close to completion. Professional qualifications and senior professional experience will also be considered. You will be committed to excellence in teaching at all levels, and support to develop teaching skills is available for less experienced staff. You will be expected to make a significant contribution to the research profile and knowledge service activities of the School. You will have drive and enthusiasm, an innovative approach to research, learning and teaching, and enjoy working collaboratively in a dynamic environment.

Applications are invited from candidates in the following subject areas:

Forensic Accounting / Strategic Management Accounting / Corporate Governance / Financial Reporting

Economics and/or Finance

Sales Management / Advertising

Business Information Systems

Operations Management / Quality Management /Project Management

Leadership

Business Ethics

Strategic Management

Informal enquiries may be made to the Heads of the relevant subject group by contacting Tracy Audin on 023 92844186, or by email at [tracy.audin@port.ac.uk](mailto:tracy.audin@port.ac.uk).



**Portsmouth Business School**

**LECTURER**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Salary is in the range £32,267 to £35,244 per annum. Salary is paid into a bank or building society monthly in arrears.

Annual leave entitlement is 35 working days in a full leave year. The leave year commences on 1 August and staff starting and leaving during that period accrue leave on a pro-rata basis. In addition, the University is normally closed from Christmas Eve until New Years Day inclusive and there are a further five bank holidays.

There is a probationary period of one year during which new staff will be expected to demonstrate their suitability for the post. Most academic staff new to Portsmouth will be expected either:

* to have already Descriptor 2 of the UK Professional Standards for Teaching and Supporting Learning in Higher Education and thus be Fellows of the HE Academy, or
* to achieve Descriptor 2 within their probationary year.

The UK Professional Standards are a set of standards for the HE sector and can be found at [www.heacademy.ac.uk/ukpsf](http://www.heacademy.ac.uk/ukpsf). The standards were updated in 2011. Successful achievement of one of the descriptors within the Standards Framework brings with it membership of the HEA at a level commensurate with the descriptor achieved (see table below).

|  |  |  |
| --- | --- | --- |
| Descriptor | HEA Fellowship Category | Target Group |
| D1 | Associate Fellow | Staff who support learning  Academic staff with limited teaching portfolios |
| D2 | Fellow | Early career teaching staff  Experienced academic staff with substantive teaching and learning responsibilities |
| D3 | Senior Fellow | Experienced academic staff who can demonstrate impact & influence through academic leadership &/or mentoring |
| D4 | Principal Fellow | Senior academic staff responsible for institutional leadership |

A discussion will take place at the formal selection interview about which Descriptor an individual should achieve within their probationary year. Therefore, it is important that applicants provide full information on the application form where they are in possession of a qualification in learning and teaching in HE and/or where they are already a Fellow of the Higher Education Academy.

It is the University's policy to take up references for candidates called for interview and to ask successful candidates to submit documentary evidence of their qualifications on taking up their appointment.

It is a condition of the appointment for the proper performance of the duties of the post that the appointee will take up residence at a location such that they are able to fulfil the full range of their contractual duties. This residential requirement will be expected to be fulfilled within twelve months of taking up the appointment. The University has a scheme of financial assistance towards the cost of relocation, a copy of which is available on request from Human Resources.

If the position has a requirement for a Criminal Records Bureau Disclosure, this will be stated in the advert. The Criminal Records Bureau Application Form will be provided once the selection process has been completed.

The appointee will be eligible to join the Teachers' Pension Scheme. The scheme's provisions include a final salary based index-linked pension and a lump sum on retirement together with dependants’ benefits.

All applications must be submitted by Midnight (GMT) on the closing date published.

**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job Title:** | Lecturer |
| **Faculty/Centre:** | Portsmouth Business School |
| **Grade** | 7 |
| **Cost Centre:** |  |
| **Responsible to:** | Head of Subject Group |
| **Responsible for:** | N/A |
| **Effective date of job description:** | May 2012 |
| **Purpose of Job:** | |
| As a member of the teaching team contribute to the delivery of undergraduate and postgraduate units and programmes, responding to students’ needs.  To engage in teaching, scholarship, research and knowledge transfer as part of a team in line with Department/Faculty objectives, and make a significant contribution to the research profile of the Faculty. | |
| **Key Responsibilities:** | |
| Contribute as a member of the teaching team to the delivery and review of units within the subject area for undergraduate and postgraduate courses, including marking and verification of assessments.  Contribute to continuing development of the curriculum, including proposing new units and active participation at subject group meetings.  Engage in research and knowledge transfer activities, either on own initiative or as part of a team, and contribute to enhancing the research profile of the Faculty in line with stated objectives.  Supervise undergraduate and postgraduate dissertations, and similar independent learning activities.  Undertake academic course-related administrative tasks, including attendance at Examination Boards, as appropriate.  Undertake placement visits to undergraduate students and resolve any problems identified by student or employer’s representative.  Contribute to student recruitment activities.  Ensure teaching material is current through active scholarship.  Act as a Personal Tutor to undergraduate and postgraduate students.  Take part in relevant aspects of the student support and assessment processes. | |

|  |
| --- |
| **Working Relationships (key individuals the job holder would be working with):** |
| Subject Group Leader  Course Leaders  Course and Unit Teams  Head of Department |

1. **PERSON SPECIFICATION – LECTURER**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Critical thinking. | E | AF, S |
|  | Engagement with and application of theoretical constructs in the general subject discipline. | E | AF, S |
|  | Sufficient breadth and depth of specialist knowledge in a broad range of topics. | D | AF, S |
| **2.** | **Skills & Abilities** |  |  |
|  | Ability to teach at undergraduate and postgraduate levels. | E | AF, S |
|  | Skills in the use of appropriate IT. | E | AF, S |
|  | Ability to communicate with and motivate both undergraduate and postgraduate students. | E | AF, S |
|  | Demonstrable research potential and knowledge transfer skills. | E | AF, S |
|  | Ability to collaborate with both academic and administrative colleagues regarding teaching, course management and research activities. | E | AF, S |
| **3.** | **Education &/or Training** |  |  |
|  | A good first degree. | E | AF |
|  | A relevant professional or postgraduate qualification. | E | AF |
|  | A doctorate or equivalent research training. | D | AF |
|  | HE/FE teaching qualification. | D | AF |
|  | Current membership of relevant professional body, e.g. CIPD, CIM, BPS, ILM, etc. | D | AF |
| **4.** | **Other Requirements** |  |  |
|  | Personal initiative. | E | AF, S |
|  | Commitment to work in an academic environment. | E | AF, S |
|  | Understand equal opportunity policy in HE and its impact on academic content and issues relating to student and staff welfare. | E | AF, S |
|  | Preparedness to deliver courses outside the normal working week and in locations outside the UK. | D | AF, S |

**Legend**

Rating of attribute: E = essential; D = desirable

Source of evidence: AF = Application Form; S = Selection Programme (including Interview, Test, Presentation, References)

**JOB HAZARD IDENTIFICATION FORM**

|  |  |  |  |
| --- | --- | --- | --- |
| **Please tick box(s) if any of the below are likely to be encountered by the applicant.** | | | |
| International travel |  | Ionising radiation |  |
| Manual Handling |  | Asbestos, Lead |  |
| Human tissue/body fluids  EPP Worker (Exposure Prone Procedures) |  | Driving on University business Mini-bus, Van, bus, forklift truck |  |
| Genetically modified Organisms |  | Food Handling |  |
| Noise > 80 DbA |  | Substances to which COSHH applies |  |
| Skin irritants/sensitisors |  | Small print /colour coding (electrical) |  |
| Night Duty  between 2200 hrs and 0600 hrs |  | Working at heights / with drains / in confined spaces |  |
| Display Screen Equipment | x | Access to children |  |
| Repetitive tasks | | Stress (workplace/workload demands, changes within dept etc) |  |
| Other (please specify) | | | |
| Please give details of any of the above as necessary: | | | |

**Line Manager/Supervisor to sign below:**

|  |  |
| --- | --- |
| **Signed** |  |
| **Name (block capitals)** | PROFESSOR GIOIA PESCETTO |
| **Date** |  |
| **Extension number** | 4057 |

**Welcome to Portsmouth Business School**

We are a large, vibrant and successful business school located in Southern England. We offer a [full range of degree programmes](http://www.port.ac.uk/departments/faculties/portsmouthbusinessschool/courses/) across business, management, law and leadership, and in a number of delivery modes. Our educational offering is underpinned by innovative and relevant research and recognised and accredited by many professional institutions such as the Association of MBAs, the Chartered Institute of Personnel and Development and the Institute of Leadership and Management.

Many of our [academic staff](http://www.port.ac.uk/departments/faculties/portsmouthbusinessschool/subjectgroups/) combine excellence in research and scholarship with considerable business and consultancy experience. Through their teaching, we offer you the opportunity to experience the latest academic thinking combined with practical real-life learning.

We are strongly committed to developing graduates who can operate in the increasingly complex world of business, where boundaries across organisational functions, and across geographical and cultural settings, have become fluid and dynamic. We aim to help and guide our graduates to become responsible global citizens, who aspire to create real and lasting social value.

In the most recent National Student Survey, the University of Portsmouth achieved a score of 87 per cent for overall student satisfaction. This was above the English national average of 84 per cent and places us as joint top of the post-92 universities and in the top 25 of all English mainstream universities.We were also delighted when the University of Portsmouth was ranked as the top modern university in the United Kingdom in the Times Higher Education World University Top 400 Rankings published in October 2012.

**LOCATION**We occupy a modern purpose-built premises located in the heart of the city. The Richmond Building offers a computer drop-in centre, a resource centre and a mixture of IT seminar rooms, standard seminar rooms and three lecture theatres. The 170 academic staff and 80 administrative staff are mainly located in Richmond Building and other nearby university buildings.

**BUSINESS SCHOOL STRUCTURE**The University of Portsmouth Business School has six [Subject Groups](http://www.port.ac.uk/departments/faculties/portsmouthbusinessschool/subjectgroups/) and these house academic staff with common interests in teaching and research. In addition to the Heads of the Subject Groups, there is also a Head of Undergraduate Programmes and a Head of Postgraduate Taught programmes. The Dean is Professor Gioia Pescetto who leads an executive committee comprising Heads, Associate Deans and senior professional staff. There is also an Advisory Board of external business people who regularly meet with the executive committee to offer help and advice.

Portsmouth Business School has over 5,200 students. The majority are undergraduates enrolled on full-time or sandwich degrees, but over 1,330 are postgraduates, many of whom attend part-time.

More information on the Business School can be found at: <http://www.port.ac.uk/pbs>