Job Description

Position | Lecturer in Strategy and Management | Position No. | 14616
---|---|---|---
Directorate/College/ Research Institute | College of Business, Arts, and Social Science (CBASS) Brunel Business School (BBS) |  |
Grade | (H3 Grade): £38,587 to £50,296 per annum, plus £2,166 per annum London Weighting |  |
Contract type | Full Time, Permanent |  |
Accountable to | Dean of Brunel Business School through Division Lead or their nominee |  |
Reports | Divisional Lead (Strategy and Entrepreneurship) |  |
Internal stakeholders | Director of the Research Group, Director of Undergraduate Programmes, Director of Postgraduate Programmes, Director of PGR programmes, Director of Teaching and Learning, Divisional Lead and Dean of School |  |
External stakeholders | Research funding bodies, other Research Groups; Employers and Industry |  |
Date reviewed | July 2022 |  |

Main accountabilities:

- To contribute to the teaching and research in relevant subject/topic areas within Strategy and Entrepreneurship.
- To have to have published in relevant top-tier journals (i.e., ABS-3 star or above), maintaining a strong level of scholarship and affiliation and collegiality within the School and any associated research group/theme.
- To assist and contribute to teaching and learning at UG and PG levels (including MBA and PhD programmes).
- To deliver innovations in teaching and learning and to engage with external stakeholders (such as The Small Business Charter).
- To contribute to student engagement, student experience and employability activities within the Business School such as Brunel Business Life, Co-Innovate and other associated initiatives within the School and the wider CBASS College as directed by the Dean of School or by the Division Lead Globalisation, Entrepreneurship and Strategy.

Key duties and responsibilities:

- To participate in all aspects of teaching and examining as designated by the Head of Department/Dean of College including such duties as lecturing, supervising students, tutorials, practical.
- Course module initiation, design and organisation to ensure courses are run in an effective and efficient manner.
- Keep up-to-date in the subject area and provide innovative teaching methods in order to encourage participation and promote self-development and education.
- To seek new areas of research and carry out high quality research to enhance the research assessment rating of the department/research institute/college.
• To develop collaborative research programmes internally and externally.
• Publication of research in refereed publications and presentations at conferences.
• Marketing of research output as appropriate.
• Application and attracting of external funding/grants.
• Management of research grants.
• To contribute to a balanced research profile for the school by providing particular skills or techniques.
• Participation in Department, College and University committee work as designated by, or on behalf of, the Dean of School.
• Course administration and timetabling.
• Invigilation of examinations.
• Other administrative duties which may include organisation of conferences and seminars, acting as admission tutor etc.
• Co-ordination, supervision and evaluation of courses at department/college level of research support staff.

Effective Behaviours

• Timeliness
• Meeting Deadlines
• Communication and Networking
• Collaborating with groups across colleges
• Ability to negotiate and influence
• Ability to plan and organise own workload
• Ability to adapt to a flexible approach to the demands of a busy college/department in order to accommodate changes in priorities when required

University Employment Policy:

1. Undertake any other reasonable duties as required and commensurate with the grade of post.
2. Adhere to and comply with the provisions of the Data Protection Act and the Health and Safety at Work Act in accordance with University policies.
3. Undertake all duties and responsibilities in compliance with the rules and regulations encompassing equal opportunities to help foster a diverse workforce.
4. Adhere, comply and work in accordance with University and Departmental policies, procedures and codes of conduct.
5. Promote the University’s Environmental Policy and demonstrate commitment to it through actions and decision making.
6. Actively participate in on-going professional development activities as requested
The organisational chart comprises the role, the manager of the role and any direct reports to the role.
Disabled applicants meeting the Essential criteria will be guaranteed an interview as part of the University’s commitment to the Disability Confident Scheme.

**Person Specification**

<table>
<thead>
<tr>
<th>Attributes</th>
<th>Criteria</th>
<th>Essential /Desirable</th>
<th>How measured</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Education, qualifications &amp; training</strong></td>
<td>Completion of PhD in a related discipline (or near established viva date)</td>
<td>E</td>
<td>Certificates checked at pre-employment stage</td>
</tr>
<tr>
<td></td>
<td>Completion of PG Cert (or equivalent)</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td><strong>Experience</strong></td>
<td>Experience in all aspects of teaching (including tutorials) and assessment/examining at UG and PG levels. Candidates to attach a summary of evidence (preferably qualitative and quantitative) of student and peer-feedback on teaching practice.</td>
<td>E</td>
<td>Application form and interview</td>
</tr>
<tr>
<td></td>
<td>Evidence of research attainments including examples of written contributions in academic publications/journals.</td>
<td>E</td>
<td></td>
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<td></td>
<td>Experience of planning research, preparing research proposals and/or negotiating contracts.</td>
<td>E</td>
<td></td>
</tr>
<tr>
<td><strong>Knowledge, skills and abilities</strong></td>
<td>Evidence of personal development and current knowledge in the subject area.</td>
<td>E</td>
<td>Interview and references</td>
</tr>
<tr>
<td></td>
<td>Evidence of industry experience</td>
<td>D</td>
<td>Interview</td>
</tr>
<tr>
<td></td>
<td>Comprehensive knowledge of student learning needs and the ability to plan structured, challenging and innovative learning activities and fair assessment methods, knowledge/experience of computer-based learning and the design of open learning materials.</td>
<td>E</td>
<td>Interview</td>
</tr>
<tr>
<td></td>
<td>Course and module initiation, design and organisation to ensure courses are run in an effective and efficient manner.</td>
<td>D</td>
<td>Interview and references</td>
</tr>
<tr>
<td></td>
<td>Evidence of innovation in teaching.</td>
<td>D</td>
<td>Interview</td>
</tr>
<tr>
<td></td>
<td>Co-ordination, supervision and evaluation of courses at school/department level.</td>
<td>E</td>
<td>Application form and Interview</td>
</tr>
<tr>
<td>Additional Attributes Required (not included above)</td>
<td>Professional approach to work</td>
<td>E</td>
<td>Interview and references</td>
</tr>
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<td>--------------------------------------------------</td>
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</tr>
<tr>
<td>Well-developed communication, Interpersonal and organisational skills. Ability to juggle priorities in the face of competing demands and tight deadlines.</td>
<td>Demonstrate an ability to communicate clearly in English, conveying ideas and concepts both verbally and in writing to a diverse audience.</td>
<td>E</td>
<td>Interview</td>
</tr>
<tr>
<td>Demonstrate good inter-personal, presentation &amp; communication skills that allow clear and coherent talks to be delivered as well as, persuasive written documents to be prepared for teaching and representational duties.</td>
<td>professional approach to work</td>
<td>E</td>
<td>Interview</td>
</tr>
<tr>
<td>Ability to work effectively and collegiately in a team of academic staff</td>
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<td>E</td>
<td>Interview</td>
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</tbody>
</table>
Job Hazard Assessment Form (JHF)

This form is completed by the Recruiting Manager as part of the Job Description as it is essential that any identified hazards have undergone appropriate Risk Assessments. The Health & Safety office should be contacted for advice if required.

<table>
<thead>
<tr>
<th>Position title: Lecturer in Strategy and Management</th>
<th>Department: BBS</th>
<th>College: CBASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start date: 1\textsuperscript{ST} September 2022</td>
<td>Contact number: n/a</td>
<td>Recruiting Manager: Wai Wai (Joyce) Ko</td>
</tr>
</tbody>
</table>

Job description attached (must incorporate identified hazards)

Please tick all relevant workplace hazards identified with this position. Currently the University, as a minimum runs Health Surveillance programmes for staff working with skin and respiratory sensitizers, Biological Agents Class 2 and above and GMOs.

- [x] Display screen equipment
- [ ] Manual handling
- [x] Prolonged standing e.g. 1 hour plus
- [x] Prolonged sitting e.g. 1 hour plus
- [ ] Biological agents: Class 2 and above and GMO Class 1
- [ ] Human blood, tissue or fluids
- [ ] Respiratory sensitizers or laboratory allergens e.g. animals
- [ ] Skin Irritant/Chemicals
- [ ] Work in confined places
- [ ] Ionising radiation
- [ ] Noise (more than 80 dba-8 hrs. taw)
- [x] Lone working
- [ ] Use of dangerous machinery
- [ ] Electrical hazards
- [ ] Shift work/night work
- [ ] Work outdoors
- [ ] Neck & arm vibrating equipment
- [ ] Fork lift truck driving
- [ ] Work at heights
- [ ] Lasers

Any other hazards (e.g. food handling) please specify and ensure that appropriate guidance has been received from the Health & Safety office:

Physical demand of the job:
- [ ] Lifting
- [ ] Carrying
- [ ] Bending
- [ ] Pushing

If lifting/carrying duties expected, please give details of heights/weight load(s) the individual is expected to lift/carry and frequency:

<table>
<thead>
<tr>
<th>Travel/Off-site working:</th>
<th>% of time: ......100</th>
<th>UK</th>
<th>Overseas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Driving for work:</td>
<td>None/Occasionally</td>
<td>Daily</td>
<td>Weekly</td>
</tr>
<tr>
<td>Management responsibility:</td>
<td>[x] Non-supervisory</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hours of work:</td>
<td>[x] Full time</td>
<td>Part time</td>
<td>...... hours</td>
</tr>
<tr>
<td>[ ] Non-standard contractual hours? (evenings/weekends)</td>
<td>[ ] Night work</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Frequency, number of hours, type of work outside standard hours: ......</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Other – including occasional or possible work hazards (please specify nature and frequency)