

## THE POST

**College /Service:** The University of Exeter Business School <http://business-school.exeter.ac.uk/>  
Department of Organisation Studies

**Post:** Lecturer/Senior Lecturer in Human Resource Management

**Reference No:** P44477

**Grade:** F/G

**Reporting To:** Head of Department of Organisation Studies

The University of Exeter Business School is seeking to recruit a Lecturer or Senior Lecturer in Human Resource Management to contribute to extending the research profile of the Organisation Behaviour and Human Resource Management subject group, particularly in areas related or complementary to existing research. The full-time post is available from 1 September 2013.

The Organisation Behaviour and Human Resource Management group is dedicated to exploring the experience of work and organisation. Members of the group are committed to producing academically excellent work which is also accessible and relevant to professional practice. Group members play leading roles in professional associations, including the CIPD, and are on the editorial boards of leading journals in their field. The group has a lively community of PhD students and regularly invites external speakers to present their research in Organisation Studies Seminars. The group also provides opportunities for international scholars to visit and work with them for longer periods of time.

The Human Resource Management team is a small, but ambitious sub-group. It comprises three full time academic staff who have external CIPD roles, practical management experience and a commitment to excellence in teaching professional skills and knowledge. They deliver modules on a number of undergraduate, postgraduate and Masters programmes. A new Masters in HRM has been designed to launch on September 2013. The group are currently seeking CIPD accreditation for the programme.

Research within the Organisation Behaviour and Human Resource Management group is notable for its interdisciplinary approach that combines insights from sociology, psychology, philosophy and anthropology. The interests of group members encompass equality and diversity, narrative and storytelling, business ethics, feminist approaches, critical management studies, and research methods and methodologies.

### Lecturer Job Description

#### ***Main duties and accountabilities***

1. To fulfil research, teaching and administration duties as a lecturer in Human Resource Management.
2. To extend the research profile of the HRM / OB subject group and related areas, attracting and supervising post-doctorate researchers and postgraduate research students.
3. To collaborate with colleagues both within the School and the University of Exeter as a whole in order to develop and support the academic area of Human Resource Management research programmes and the School's research programme.
4. To contribute to the general operation of the School as a member of its academic team.

#### ***Research***

1. To conduct independent research and act as principal investigator and project leader, and in so doing:

- Enhance the School's international reputation through research publications of appropriate quantity and quality, and contribute to worldwide debate at national and international conferences, and Win research earnings through carefully prepared and successful grant applications as well as identifying potential income-generating programmes and collaborative partnerships.
2. To supervise research projects, managing any dedicated research staff and postgraduate research students, and provide the mentorship to enable staff and students to develop their skills and academic careers.
  3. To help promote a collegiate working atmosphere and stimulating environment that will attract further research staff of the highest quality as well as good postgraduate research students.
  4. To contribute to the further and ongoing development of Organisation Studies research at Exeter, especially the area of defined, broadly, as Human Resource Management.

### **Teaching**

To deliver mainly undergraduate courses to appropriate academic standards such that:

1. Knowledge acquired from research translates to teaching preferably within the field of employee development or employee relations
2. Students are challenged but also tutored and supported with individual care
3. Teaching and learning techniques are innovative and inspiring
4. Students are supervised appropriately
5. Assessment criteria are appropriate, and fairly applied with results fed back to students appropriately
6. Module content is continuously reviewed to identify areas for improvement

### **General**

To contribute to the overall general and academic management in the School by undertaking activities that may be required such as:

1. Developing overall academic content and structure of modules with colleagues
2. Developing ideas for generating income and promoting both the School in general and Organisation Studies in particular
3. Supporting admissions processes and procedures
4. Supporting examinations processes and procedures
5. Contributing to the work of School committees
6. Contributing to accreditation and quality control processes
7. Contributing to strategic planning

This job description summarises the main duties and accountabilities of the post and is not comprehensive: the post-holder may be required to undertake other duties of similar level and responsibility.

### **Person Specification**

The successful applicant will have an independent research programme that will strengthen and complement the existing team at the University. He/she will be able to demonstrate the following qualities and characteristics:

1. PhD in Management or related discipline.
2. Sufficient knowledge of Human Resource Management and preferably employee development or employee relations to develop teaching and research programmes
3. A strong record in attracting research funding, or demonstrable potential to attract such funding.
4. Teamwork skills to work in collaboration with existing group members
5. An active and supportive approach to inter-disciplinary and multi-disciplinary research that will help to foster interactions and links both within the University and externally with other educational bodies, professional institutions and employers
6. The attitude and ability to engage in continuous professional development
7. The aptitude to develop familiarity with a variety of strategies to promote and assess learning
8. Enthusiasm for delivering undergraduate programmes
9. Graduate membership of the Chartered Institute of Personnel and Development

## **Senior Lecturer Job Description**

The full job description (role profile) for Senior Lecturer (Education and Research) posts can be found on our website at [http://admin.exeter.ac.uk/personnel/academic\\_paths/academic\\_paths\\_tandr.shtml](http://admin.exeter.ac.uk/personnel/academic_paths/academic_paths_tandr.shtml). This summarises the main duties and accountabilities of the post and is not comprehensive: the post-holder may be required to undertake other duties of similar level and responsibility.

### **Main purpose of the job:**

To fulfil research, teaching and administration duties as a senior lecturer in Human Resource Management.

To contribute to extending the research profile of the HRM/ OB subject group, particularly in areas related or complementary to existing research areas

To contribute to the general operation of the School as a member of its academic team.

### **Research**

To contribute to enhancing the quality and quantity of Human Resource Management research at Exeter in an area related or complementary to existing research strengths.

To conduct independent research and act as principal investigator and project leader, and in so doing:

- Enhance the School's international reputation through research publications of appropriate quantity and quality, and contribute to worldwide debate at national and international conferences, and
- Win research earnings through carefully prepared and successful grant applications as well as identifying potential income-generating programmes and collaborative partnerships.

To supervise research projects, managing any dedicated research staff and postgraduate research students.

To help promote a collegiate working atmosphere and stimulating environment that will attract further research staff of the highest quality as well as good postgraduate research students.

To contribute to the further and on-going development of Human Resource Management research at Exeter.

### **Teaching**

To develop and deliver undergraduate and postgraduate professional courses to appropriate academic standards such that:

- Knowledge acquired from research translates to teaching. We are particularly interested in developing our teaching portfolio in employee reward and/ or employee development
- Accreditation by professional bodies is obtained where appropriate
- Students are challenged but also tutored and supported with individual care
- Teaching and learning techniques are innovative and inspiring
- Students are supervised appropriately
- Assessment criteria are appropriate, and fairly applied with results fed back to students appropriately
- Module content is continuously reviewed to identify areas for improvement

### **General**

To contribute to the overall general and academic management in the School by undertaking activities that may be required such as:

- Developing overall academic content and structure of modules with colleagues
- Developing ideas for generating income
- Supporting admissions processes and procedures
- Supporting examinations processes and procedures
- Contributing to the work of School committees
- Contributing to accreditation and quality control processes

## **Person Specification for Senior Lecturer**

The successful applicant will have an independent, internationally-recognised research programme in an active field of Human Resource Management research related or complementary to existing Exeter strengths. He/ she will be a full member of the Chartered Institute of Personnel and Development and been actively engaged delivering CIPD accredited programmes. He/she will be able to demonstrate the following qualities and characteristics:

- A strong record in attracting research funding, or demonstrable potential to attract such funding
- Teamwork skills to work in collaboration with existing group members

- An active and supportive approach to inter-disciplinary and multi-disciplinary research that will help to foster interactions and links both within the University and externally
- The attitude and ability to engage in continuous professional development
- The aptitude to develop familiarity with a variety of strategies to promote and assess learning
- Enthusiasm for delivering undergraduate and postgraduate programmes
- A commitment to the development of self and others in the human resource profession
- A strong record of research grant capture
- Proven academic leadership skills
- Be an externally recognised authority in the broader subject area.

### **Informal Enquiries**

Before submitting an application you may wish to discuss the post further by contacting the Head of the Organisation Studies Department, Dr Carol Woodhams by email in the first instance at [C.Woodhams@exeter.ac.uk](mailto:C.Woodhams@exeter.ac.uk).

### **Additional Information Relating to the Post**

#### **Salary**

The starting salary for Lecturers will be on Grade F, £31,948 to £39,257 per annum, points 32 to 39 and for Senior Lecturer will be on Grade G, £39,257 to £52,706, points 39 to 49, subject to knowledge, skills and experience.

An increment will be payable on 1 August each year until the top of the scale is reached (subject to being in post for 6 months and satisfactory performance). The scale will be subject to a cost of living review each year.

#### **Hours of work**

There are no specific hours of work but staff are required to work such hours as are necessary to carry out the duties associated with the appointment

#### **Annual Leave**

The annual leave entitlement for full-time appointments is 41 days per calendar year (pro rata for part-time appointments). For further information see our website <http://www.admin.ex.ac.uk/personnel/leave.shtml>.

#### **Professional Development Programme (at Lecturer Level)**

New Lecturers at the University of Exeter are appointed to a Professional Development Programme of up to five years providing for progression to Senior Lecturer (grade G), subject to satisfactory performance. Personal goals and objectives will be agreed with the Dean of College to cover the areas of teaching, research, business and community relations, and administration and a structured programme of professional development will be agreed. Further details about the Professional Development Programme can be found at:

<http://www.exeter.ac.uk/staff/employment/academicroles/youteachandresearch/lecturer/professionaldevelopmentprogrammepdp/> together with details of the appropriate targets at:

To view the Social Sciences target [click here](#).

There will be accelerated incremental progression after three and five years subject to satisfactory performance.

#### **Probationary Period (at Senior Lecturer Level)**

The appointment will normally be subject to a probationary period of one year.

#### **References & Medical Clearance**

All appointments are subject to satisfactory reference and medical checks and individuals will be required to complete a medical assessment form before appointment is confirmed. Applicants should note that the University normally contacts referees for short-listed applicants without further advice to applicants. When advising of referees, if they are resident overseas, please ensure you supply fax numbers and/or email addresses enabling us to contact them (if necessary) without delay.

#### **Right to Work in the United Kingdom**

If you do not have the right to work in the UK, this appointment will be subject to the University successfully obtaining a Certificate of Sponsorship under the UK's Points Based System for migrant workers and to you obtaining Entry Clearance/Leave to Remain.

For further information, see the links to the UK Border Agency and UK Visas websites at <http://www.exeter.ac.uk/working/new/international/>. In particular you are encouraged to undertake a self assessment of your eligibility to work in the UK using the link to [www.ukba.homeoffice.gov.uk/pointscalculator](http://www.ukba.homeoffice.gov.uk/pointscalculator).

### **Terms & Conditions**

The Terms and Conditions of Employment can be viewed on line by visiting <http://www.exeter.ac.uk/staff/employment/conditions/terms/>

### **Pensions**

Membership of the Universities' Superannuation Scheme (USS) is automatic provided that you meet the qualifying criteria for membership. The USS is a contracted-out scheme. USS scheme has two sections: Final Salary and Career Revalued Benefits; which section you will be eligible for will depend on any previous membership of USS. An information leaflet concerning the qualification rules for both the sections is enclosed; more detailed information about the USS scheme structure can be found at [www.uss.co.uk](http://www.uss.co.uk). **IF you have been in USS before, you are strongly requested to contact the Pay and Benefits Office as soon as you can so that possible membership of the Final Salary benefits section can be investigated.** The University, as your employer, contributes such sums as will be required to maintain the full benefits of the scheme. You may opt out of the scheme; if you wish to do so, you should contact the Pay and Benefits Manager, Mrs Alison Rose (01392 263088/email [a.j.rose@exeter.ac.uk](mailto:a.j.rose@exeter.ac.uk)) for further information. Further information about Pension Salary Exchange is available from the Human Resources website [www.admin.exeter.ac.uk/personnel](http://www.admin.exeter.ac.uk/personnel) or from the Pensions Office.

### **Relocation**

You may be able to claim relocation expenses in accordance with the University's Relocation Assistance Scheme. The maximum allowance that you can reclaim under the Relocation Assistance Scheme, if eligible, is 10% of salary.

### **Short-listing Information**

We will acknowledge your application by email. The University of Exeter recognises the time and effort taken to apply for a position and will contact you by email to inform you of results of shortlisting

### **Application Procedure and Interview Information**

The closing date for completed applications is **24<sup>th</sup> January 2013**.

### **Data Protection Act (1998)**

The information contained within your application is being requested to enable the University to make employment decisions and meet statutory obligations. Any information provided to the University in this context will be treated confidentially and used only by manager(s), member of the University, Human Resources, Superannuation and Payroll during the course of your employment. Where the application relates to a post which is externally funded this information may be passed onto the relevant funding body.