

THE POST

School: University of Exeter Business School (<http://business-school.exeter.ac.uk/>)

Post: Professor/Associate Professor/Senior Lecturer/Lecturer (Education and Research)

Reference No: P52225

Reporting To: Head of Department

The above full-time permanent post is available as of the 1st September 2016 in the University of Exeter Business School.

This document contains the job description for Lecturer, Senior Lecturer, Associate Professor and Professor.

Job Description for Lecturer

Main duties and accountabilities

- To fulfil research, teaching and administration duties as a Lecturer.
- To extend the research profile of the department and related areas, especially in learning, attracting and supervising postdoctorate researchers and postgraduate research students.
- To collaborate with colleagues both within the School and the University of Exeter as a whole in order to develop and support the relevant research programmes and the School's research programme.
- To contribute to the general operation of the School as a member of its academic team.

Research

- 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, and provide the mentorship to enable staff and students to develop their skills and academic careers.
- 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 ongoing development of the departments/clusters research at Exeter.

Teaching

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

- Knowledge acquired from research translates to teaching
- 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 and promoting the School in general, the department and research cluster
- Supporting admissions processes and procedures
- Supporting examinations processes and procedures
- Contributing to the work of School committees
- Contributing to accreditation and quality control processes
- 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:

- PhD (or nearing completion) in a relevant subject or equivalent.
- Sufficient knowledge in relevant subject/area to develop teaching and research programmes
- A strong record in attracting research funding, or demonstrable potential to attract such funding.
- Demonstrable knowledge the impact agenda in higher education
- 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 with other educational bodies, professional institutions and employers
- 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 programmes
- Demonstrate awareness of impact in higher education

Job Description for Senior Lecturer

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. 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.

To contribute to extending the research profile of the department, particularly in areas related or complementary to existing research themes.

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 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 ongoing development of the department/cluster research at Exeter.

Teaching

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

- Knowledge acquired from research translates to teaching
- 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 College committees
- Contributing to accreditation and quality control processes

Person Specification

The successful applicant will have an independent, internationally-recognised research programme in an active field of research related or complementary to existing cluster themes. He/she will be able to demonstrate the following qualities and characteristics:

- A PhD in a related subject or a closely related discipline.
- 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 strong record of research grant capture*
- Demonstrable track record of participating in research with high impact
- *Proven academic leadership skills*
- *Be an externally recognised authority in the broader subject area.*

Job Description for Associate Professor

Summary of post

This post is primarily to support research and teaching activities in the department. The post holder will be an innovative researcher with a strong and current record of research funding and international quality publications. Therefore the post holder will be a leading international figure.

Main duties

Teaching and Learning Support

- Oversee the design and development of the overall curriculum in particular in the School.
- Design, develop and deliver a range of programmes of study at various levels.
- Lead the development and clarification of academic standards and quality for the subject area
- Working closely with the Associate Dean for Education in the development and implementation of teaching and learning strategy.
- Make a significant contribution to the development of academic policies across the Institution.

Research and Scholarship

- Support the development and implementation of research strategy.
- Lead and co-ordinate research activity.
- Manage research and other collaborative partnerships with other educational institutions or other bodies.
- Lead bids for research, consultancy and other additional funds.
- Write publications of the appropriate defined standard or disseminate research findings using media appropriate to the discipline.
- Conduct research into learning and teaching methodologies and disseminate best practice within the Institution and externally.
- Develop and promote the use of innovative assessment methods.
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Liaison and Networking

- Lead and develop internal and external networks to foster collaboration and share information and ideas and to promote the subject and the Institution.
- Participate in internal and external networks in relation to research and research funding, teaching and teaching funding, and consultancy.
- Promote and market the work of the School in the subject area both nationally and internationally.
- Contribute to the enhancement of research quality and thinking in the field by being involved in quality assurance and other external decision making bodies.

Managing people and managing resources

- Act as line manager for matters relating to the employment of staff and ensuring the work is allocated fairly, according to skills and capacity.
- Carry out the role of an Academic Lead i.e. sustaining a shared sense of direction for the discipline and a shared participation in the University and School's success through engagement with University and School strategies ensuring decisions are taken forward effectively by all staff they lead enabling, supporting and celebrating individual achievement.
- Take overall responsibility for the organisation and deployment of resources within own areas of responsibility

Person Specification

- Be a leading authority in a subject area with an international reputation.
- Possess in depth knowledge of specialism to enable the development of new knowledge, innovation and understanding in the field.
- Possess a thorough understanding of institutional management systems and the wider higher education environment, including equal opportunities issues.
- Have a strong record in attracting research and/or scholarship funding.
- Have 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.
- Demonstrable track record of conducting research with high impact

Job Description for Professor

Summary of post

This post is primarily to support research and teaching activities in the department. The post holder will be an innovative researcher with a strong and current record of research funding and international quality publications. Therefore the post holder will be a leading international figure with the ability to attract world-class academics to their research group.

Main duties

Research

- Support the development and implementation of the School research strategy.
- Lead and co-ordinate research activity in the relevant subject.
- Manage research and other collaborative partnerships with other educational institutions or other bodies.
- Lead bids for research, consultancy and other additional funds.
- Write publications of the appropriate defined standard or disseminate research findings using media appropriate to the discipline.
- Lead and develop internal and external networks to foster collaboration and share information and ideas and to promote the subject and the Institution.
- Contribute to the enhancement of research quality and thinking in the field by being involved in quality assurance and other external decision making bodies.
- Lead the development of new and creative approaches in responding to research challenges.
- Plan and implement research projects and monitor progress to ensure the achievement of financial and research objectives.

Communication, Administration and Management

- Be routinely involved in complex and important negotiations internally and with external bodies, particularly in relation to research, research funding and consultancy.
- Participate in Institutional decision making and governance.
- Participate in internal and external networks in relation to research and research funding.
- Promote and market the work of the School in the subject area both nationally and internationally.
- Exercise academic leadership for all subject area activities - teaching and/or research, as appropriate.
- Act as line manager for matters relating to the employment of staff and ensuring the work is allocated fairly, according to skills and capacity.
- Appraise and advise staff on personal and career development plans and mentor research activity within the discipline/School.
- Develop and communicate a clear vision of the departments/research clusters strategic direction.
- Promote a collegiate approach and develop team spirit and team coherence.
- Foster inter-disciplinary team working.
- Determine the allocation of resources within own area of responsibility.
- Take overall responsibility for the organising and deployment of resources within own areas of responsibility.

Expertise

- Be a leading international authority in the subject.
- Possess in depth knowledge of specialism to enable the development of new knowledge, innovation and understanding in the field.
- Demonstrable track record of leading research with high impact

Informal Enquiries

Before submitting an application you may wish to discuss the post further by Professor Steffen Boehm via email at s.boehm@exeter.ac.uk.

Additional Information Relating to the Post

Salary

Appointments will be made in the salary ranges below depending on qualifications and experience:

Lecturer - £33,574 to £41,255 per annum

Senior Lecturer - £41,255 to £55,389 per annum

Associate Professor - £54,043 to £68,087 per annum

Professor - Competitive salary reflecting qualifications 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 (Lectures only)

New Lecturers at the University of Exeter are appointed to a Professional Development Programme providing for

- confirmation of appointment within three years (probation) and
- progression to Senior Lecturer within a further two/three years after confirmation of appointment.

For further details of the probation and progression criteria and process see the Exeter Academic website <http://www.exeter.ac.uk/staff/exeteracademic/>.

On confirmation of appointment you will receive an additional increment within grade F and you will proceed to grade G on progression to Senior Lecturer.

Probationary Period (except Professors)

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

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 Home Office website at <http://www.ukba.homeoffice.gov.uk/>. 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.

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. Please note that this scheme will be changing from April 2016 and for more information please go to <https://forthefuture.uss.co.uk>. Staff automatically become members and employee contributions will be taken from your pay unless you opt out in accordance with the current rules of the scheme. The USS benefit structure up to 31 March 2016 is as follows: The USS is a contracted-out scheme with 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. **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 and 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) for further information.

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.

Relocation (Professors only)

For Chair appointments the University will reimburse new employees against receipts up to the £8,000 maximum allowed by the Inland Revenue. In the case of candidates coming to the UK from overseas we will, additionally pay for one way economy class airfares for the employee and their immediate family and for surface shipment of personal belongings.

In view of the significant costs involved in providing relocation assistance any member of staff who resigns from their post within the first three years of commencing their appointment will be required to repay a percentage of the money that they have received according to the following scale:

- Resignation during first year: 75%
- Resignation within second year: 50%
- Resignation within third year: 25%

The sum should be repaid to the University no later than the final day of employment.

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 **17 March 2016**.

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.