

Appointment details

**Lecturer or Senior Lecturer (up to two positions)  
Sociology and Policy Group**



**Closing date**  
10 August 2014

Ref: R140217

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## ▶ About Aston University

At a time of significant change within the Higher Education sector, with more emphasis being placed on widening participation, graduate employment, the student experience and the impact of research on society, Aston looks forward to the future with confidence.

Aston's vision is to be the UK's leading University for business, enterprise and the professions, where original research has a positive impact on the world around us. Aston's strategy 'Forward to 2020' describes Aston as a top research-led international University renowned for developing future leaders of business and the professions.

We already 'punch above our weight' and have high, yet realistic, aspirations for 2020 that include:

- ▶ Ranked within the top 1% of universities in the world, and consistently in the Top 20 in the UK
- ▶ In the Top 10 for Graduate Employability in the UK and Top 40 worldwide
- ▶ Focussed on the needs of business and the professions, with all Aston undergraduate students taking part in integrated work experience
- ▶ Carrying out world class research that leads to the creation of practical and applicable

solutions for the challenges of the future, and contributes to the development of research leaders and entrepreneurs

- ▶ Providing an inspiring, challenge-based education for students, equipping them to develop into global citizens, with the skills, knowledge and confidence they will need to achieve their goals and reach their full life potential
- ▶ Engaging with our community and city, recruiting students with talent regardless of income and background, and partnering with business, the professions and the public sector
- ▶ Putting sustainability at the centre of all we do, ensuring that Aston is one of the greenest and most sustainable of all UK universities, in the Top 5 of the People and Planet League.

Students are at the heart of everything we do within Aston's small and friendly community – in the way we think and in the way we act. The student experience is distinctive and unique at Aston because it is built and lived by students and staff as equal partners in the relationship. Our students are engaged in all aspects of their academic and social lives at Aston; our staff are genuinely interested in their students, their success and their welfare, and are universally approachable and friendly.



## Welcome from Professor Simon Green

The School of Languages and Social Sciences is an important part of Aston University, and plays a major role in turning the University's 2020 strategy into reality. Over the past ten years, we have doubled our student and staff numbers, but we remain ambitious and want to grow again by one-third by 2020. We have complemented our traditional strengths in Modern Languages and Translation Studies with thriving groups in English Language, Politics and International Relations and Sociology and Policy. Our student satisfaction scores are high and our research profile is increasing rapidly, not least through the significant increases in the volume of external funding our staff have won.

We are a School that values the reinforcing relationship between teaching and research: put differently, we believe that excellence in one is built on excellence in the other. Our culture is one of teamwork and good citizenship and we look to our new appointments to contribute actively to this. Our students are as diverse as they are exciting, and they appreciate the applied and real-world focused approach we take to our programmes. This, combined with the benefits of Aston's highly-regarded placement year, helps our graduates to be some of the most employable in the UK.

As Britain's largest city outside London, Birmingham is bustling, diverse and young. With affordable housing, easy travel connections and a high quality of life in terms of culture, entertainment and amenities, Birmingham has much to offer to those who move here. I am therefore delighted that you are interested in the advertised role, and please feel free to contact the School if you have any questions about this.

Professor Simon Green  
Executive Dean of the School of Languages and Social Sciences

## ► Job description - Lecturer

To contribute to, develop and enhance the research and teaching activities of the School of Languages and Social Sciences.

### Responsibilities

#### **Research:**

- Pursue innovative and high-quality research that is consistent with the School's research priorities
- Seek external funding for well-defined research projects on an individual or collaborative basis
- Publish the outcomes of research in outlets of national and international standing
- Foster research at postgraduate level
- Collaborate in research initiatives with colleagues in the School of Languages and Social Sciences, as appropriate
- Take part in the research activities of the academic subject group and in more informal research workshops

#### **Teaching:**

- Make a substantial contribution at different levels to the School's undergraduate and postgraduate programmes in Sociology and Policy
- Contribute to programme development at undergraduate and postgraduate level
- Supervise research at postgraduate level
- Be available for consultation with students in keeping with the School's practices
- Provide guidance and feedback in accordance with the School's requirements and procedures
- Take part as directed in the School's examining processes
- Have recourse to an appropriate range of methods and techniques in teaching, learning and assessment
- Demonstrate initiative in curriculum development and innovative practice in teaching and learning support

#### **Other Related Activities and Functions:**

- Contribute to the overall activities of the Sociology and Policy Academic Subject Group, as determined by its Head or the School's Executive Dean



- Participate in the meetings of the Sociology and Policy Academic Subject Group, as well as in the meetings of other School bodies as determined by the Executive Dean
- Contribute to the administrative duties of the School through the exercise of designated responsibilities as determined by the Executive Dean
- Participate in the School's personal tutoring scheme for undergraduates
- Participate in activities related to student recruitment, including participation in Open Days
- Take part in staff seminars and other related School activities
- Represent the interests of Sociology and Policy within the School and the University, in the national HE arena, and internationally
- Undertake such other duties as may be reasonably required by the Executive Dean

## ► Person specification - Lecturer

	Essential	Method of assessment
<b>Education and qualifications</b>	A good degree in a relevant discipline	Application form
	A doctorate in a relevant social science discipline, either completed or submitted for examination	Application form
<b>Experience</b>	Sound subject knowledge and experience of teaching in the area of Sociology and/or Policy at undergraduate level	Application form, interview and presentation
	Possession of a strong, credible and clear strategy for the future development of research and publications over the next 5 years.	Application form, interview and presentation
<b>Aptitudes and Skills</b>	Evidence of successful research publication, ongoing research activity and plans consistent with the School's research strategy	Application form, interview and presentation
	Excellent teaching skills and the ability to produce teaching material	Application form, interview and presentation
	Ability to take part in course and programme development	Application form, interview and presentation
	Ability to harness IT as a research and teaching tool together with experience of virtual learning environments such as Black Board; competence in IT skills and internet use	Application form and interview
<b>Training and Development</b>	A commitment to undertake further training as appropriate and to acquire new skills and adopt new procedures as and when required	Interview
<b>Other</b>	Professionalism, diplomacy and good interpersonal skills, including the ability to communicate effectively with a wide range of people and maintain professional interactions with colleagues as well as working well as a team member	Interview
	Commitment to observing the University's Equal Opportunities policy at all times	Interview

	Desirable	Method of assessment
Education and qualifications	Postgraduate Certificate in Teaching & Learning in Higher Education, or equivalent qualification	Application form
	Membership of relevant professional bodies	Application form
Experience	Successful teaching experience at postgraduate level	Application form and interview
	A record in securing research funding	Application form and interview
Aptitudes and Skills	Strong organisational skills	Interview

## ► Job description – Senior Lecturer

To lead in the development and delivery of research and teaching activities, both within the Sociology and Public Policy Subject Group and the School of Languages and Social Sciences more generally.

### Responsibilities

#### *Teaching:*

- To make a full contribution to the School's undergraduate and postgraduate programmes in Sociology and Public Policy
- To lead in the continuous review and development of the curriculum at both undergraduate and postgraduate level
- To contribute to the development of the School's teaching and learning strategies.
- To supervise research at postgraduate level.
- To be available for consultation with students in keeping with the School's practices.
- To provide guidance and feedback in accordance with the School's requirements and procedures.
- To take part, as directed, in the School's examining processes.
- To have recourse to an appropriate range of methods and techniques in teaching, learning and assessment.
- To demonstrate initiative in curriculum development and innovative practice in teaching and learning support.
- To undertake, and successfully complete, within a two year period, the University's Postgraduate Professional Certificate in Teaching and Learning **unless** a recognised equivalent qualification or experience is already held.

#### Research

- To pursue innovative and high-quality research that is consistent with the School's research priorities and those of the Sociology and Public Policy Group
- To seek external funding for well defined research projects on an individual or collaborative basis.
- To publish the outcomes of research in outlets of international standing.
- To lead in the development of the Group's research strategy and to contribute academic leadership to the School
- To foster research at postgraduate level.
- To collaborate in research initiatives with colleagues in the School of Languages and Social Sciences and in University-wide, multi-disciplinary groups as appropriate.
- To take part in the research activities of the Academic Subject Group and in more informal research workshops.
- To promote research findings and academic understandings in the wider community.

**Other Related Activities and Functions:**

- Leadership of activities of the Sociology and Public Policy Academic Subject Group, as determined by its Head of Group or the School's Executive Dean.
- To participate in the meetings of the Sociology and Public Policy Academic Subject Group, as well as in the meetings of other School bodies as determined by the Executive Dean.
- To contribute to the administrative duties of the School through the exercise of designated responsibilities as determined by the Executive Dean.
- To participate in the School's personal tutoring scheme for undergraduates.
- To participate in activities related to student recruitment, including participation in Open Days.
- To take part in staff seminars and other related School activities.
- To represent the interests of Sociology and Public Policy within the School and the University, in the national HE arena, and internationally.
- To undertake such other duties as may be reasonably required by the Head of Group and the Executive Dean.

► **Person specification – Senior Lecturer**

	<b>Essential</b>	<b>Method of assessment</b>
<b>Education and qualifications</b>	A good degree in a relevant discipline	Application form
	A doctorate in a relevant social science discipline	Application form
<b>Experience</b>	Demonstrable leadership in teaching on undergraduate and postgraduate programmes in Sociology and/or Policy, including research student supervision	Application form, interview and presentation
	Demonstrable leadership in developing and maintaining a research programme, with evidence of significant research publications of international quality and a record of attracting significant research funding with on-going research activity	Application form, interview and presentation
	Possession of a strong, credible and clear strategy for the future development of research and publications over the next 5 years.	Application form, interview and presentation
<b>Aptitudes and Skills</b>	Proven and sustained ability to teach and assess undergraduate and postgraduate students in relevant subjects.	Application form, interview and presentation
	Proven ability to lead on programme development and wider commitment to enhancing the student experience	Application form, interview and presentation
	Proven ability to contribute to research within the broad areas of Inequality, Diversity and Social Justice and/or	Application form, interview and presentation



	Essential	Method of assessment
	Critical Policy Analysis	
	Ability to provide leadership in research and secure research funds and other funds from external sources	Application form and interview
	Competence in a broad range of administrative and IT skills, including VLEs.	Application form
	Professionalism, diplomacy and good interpersonal skills, including the ability to communicate effectively with a wide range of people and maintain professional interactions with colleagues as well as working well as a team member	Application form, interview and presentation
<b>Training and Development</b>	A commitment to undertake further training as appropriate and to acquire new skills and adopt new procedures as and when required	Interview
<b>Other</b>	Commitment to observing the University's Equal Opportunities policy at all times	Interview
	A high level of personal integrity, adaptability and flexibility, including readiness to innovate and to adapt to the fast changing environment of Higher Education	Interview

	Desirable	Method of assessment
<b>Education and qualifications</b>	Postgraduate Certificate in Teaching & Learning in Higher Education, FHEA membership or equivalent qualification	Application form
	Membership of relevant professional bodies	Application form
<b>Experience</b>	Experience of and commitment to ensuring research impact.	Application form, interview
<b>Aptitudes and Skills</b>	Potential to develop new income streams for the Group	Interview
	A commitment to community engagement and enhancing the impact of research findings	Application form, interview

## ▶ Salary & benefits

The minimum period for which initial appointments are made is normally five years, with the possibility of transfer to continuing appointments.

The appointment for Lecturer is at either Grade 8 (salary range for this grade is £32,590 – 36,661 per annum) or Grade 9 (salary range for this grade is £37,756 - £45,053 per annum). The level of appointment will be dependent upon academic qualifications and experience.

The appointment for Senior Lecturer is Grade 10 and the salary range for this grade is £46,400 - £53,765 per annum (exceptionally to £70,107) dependent upon academic qualifications, skills and experience.

**Holiday entitlement** 30 days per annum, in addition to 13 days public and university holidays.

**Pension** Eligible staff are offered a defined benefit pension with the University Superannuation Scheme (USS).

**Contribution pay** The University's Performance Development and Reward Scheme provides for salary enhancement for staff who are considered to be performing at an exceptional level on a consistent basis.

**Relocation** Aston University aims to recruit the most talented individuals. This policy is intended to support this aim by providing assistance to new employees who have to relocate to take up a position. This policy applies to staff appointed to a position from 1 January 2014 at grade 7 (salary point 25) or above on an open-ended contract or to a fixed term position of two years or more, and who have to relocate their place of residence in order to take up the appointment.

Maximum relocation 10% of gross starting salary up to a maximum of £8K.

Visit our website: [aston.ac.uk/hr](http://aston.ac.uk/hr) for full details of our [salary scales](#) and the [benefits](#) Aston University staff enjoy.

## ▶ How to apply and the selection process

Please visit our website [aston.ac.uk/jobs](http://aston.ac.uk/jobs) to apply online. If you do not have internet access, call 0121 204 4500 and leave your name and address quoting the job title and reference number.

**Closing date for applications** 10 August 2014

**First stage interview date** 12 September 2014

**Second stage interview date** TBC

For an informal discussion about the role, please contact Professor Phil Mizen, Head of Sociology and Policy, Email: [P.Mizen@aston.ac.uk](mailto:P.Mizen@aston.ac.uk).

If you would like information on the progress of your application, advice on any aspect of the appointment process, or a conversation about our terms and conditions of service, please contact:

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[l.pitt@aston.ac.uk](mailto:l.pitt@aston.ac.uk)

## ► Outline terms and conditions of the appointment

<b>Qualifications</b>	Successful candidates will be required to produce evidence of their qualifications upon joining the University
<b>Medical examination</b>	It is a condition of appointment that newly-appointed staff receive medical clearance from the University's Health Centre.
<b>Eligibility to work in the UK</b>	<p>Candidates who are not citizens of the United Kingdom, or of another EEA member country, should ensure that they meet the requirements of one of the 5 tiers of the immigration points based system.</p> <p>Candidates should check their eligibility to enter or remain in the UK in advance of making any job application using the <a href="#">points-based calculator</a> on the UK Border &amp; Immigration Agency (UKBA) website. If you do not meet the minimum points requirement, you will not be able to work in the UK and any application for employment would be unsuccessful.</p>
<b>Document checks</b>	As a result of the implementation of sections 15 to 26 of the Immigration, Asylum and Nationality 2006 Act on 29 February 2008, the University requires all prospective and, in some cases, current employees, to provide documentation to verify their eligibility to work in the UK. Further information about these requirements can be found on the <a href="#">UK Border Agency website</a> .
<b>Equal opportunities</b>	<p>Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes, that we encourage applications from all groups represented in the wider community at a local, national and international level.</p> <p>The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against students or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career at Aston.</p> <p>An Equal Opportunities Monitoring Form is included with the application form.</p>
<b>Data Protection Act 1998</b>	<p>Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.</p> <p>Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Code of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.</p>
<b>Disclosure and Barring</b>	Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is

**Service (DBS)**

not required to disclose any spent convictions unless the position they are applying for is listed as an exception under the act.

**Research start up fund for new academics**

Individuals who have not previously held an academic appointment are eligible for a research start-up fund of £10,000 if laboratory based and £5,000 otherwise (pro rata for part time), in accordance with the rules of the University's scheme. This fund must be spent on research activities and must be used within 18 months of starting the academic appointment at Aston University. All other academics joining the School will receive a start-up fund of £5,000 per year for 2 years.

**Teaching Qualifications**

It is the normal expectation that all teaching staff who are not able to satisfy the requirements of an advanced teaching qualification (such as the University's PG Certificate in Professional Practice (PGCPP)) on appointment should be able to do so within two years of appointment. This may be extended to four years in exceptional circumstances or where staff hold part-time posts.

Full details of our terms and conditions of service and associated policies and procedures are available online at [www.aston.ac.uk/hr](http://www.aston.ac.uk/hr).

**Aston University**  
**Employable Graduates**  
**Exploitable Research**

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