

Candidate Brief

Teaching Fellow in HR/OD

Reference: R180306

Salary: Grade 8 or 9, £32,548 to
£47,722 per annum

Contract Type: Continuing

Basis: Full Time

Closing Date: 23.59 hours BST on
Friday 03 August 2018

Interview Date: To be confirmed

EXCELLENT
DIFFERENT
DISTINCTIVE
ASTON



Job description

Job Purpose:

To provide an inspirational learning experience, and to contribute to and enhance teaching activities, student experience and employability of all our students, through effective course delivery, innovative practice, setting and marking of assessments, dissertation supervision and effective and timely student feedback.

Main Duties/Responsibilities:

Teaching and developing the students' experience

- ▶ To be responsible for the design, development, delivery and assessment of Work and Organisational Psychology Department modules, within the Department's undergraduate and / or postgraduate teaching portfolio.
- ▶ To deliver teaching of the highest quality across undergraduate and potentially postgraduate Organisational Behaviour/Human Resource Management/Sustainability-related modules.
- ▶ To provide academic support and advice to students.
- ▶ To use of a range of methods and techniques in teaching, learning, assessment and feedback.
- ▶ To engage in the regular evaluation and development of modules, in terms of content, delivery, assessment and feedback.
- ▶ To supervise undergraduate and postgraduate dissertation projects.
- ▶ Undertake administrative responsibilities pertaining to the courses for which the successful candidate will be responsible such as, examination boards / attendance at accreditation meetings / teaching and learning committees.
- ▶ To lead on, develop and influence teaching activities within the Work and Organisational Psychology Department and throughout the Business School for example, sharing innovation in practice / dissemination of good practice from other University Departments.
- ▶ To undertake a leadership role within teaching, for example as a Module Leader/Programme Director

Community Engagement

- ▶ To develop relationships with appropriate, regional, local and international businesses and relevant external bodies, with a view to enhancing student experience and employability.

Additional responsibilities

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
- ▶ Ensure and promote the personal health, safety and wellbeing of staff and students.
- ▶ Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

Person specification

	Essential	Method of assessment
Education and qualifications	A good undergraduate degree (upper second or first class honours) and a Master's degree, or higher qualification in a relevant subject.	Application form
Experience	<p>Experience of designing, developing and delivering HRM/OB modules to undergraduate, postgraduate and/or professional audiences.</p> <p>Experience of developing and delivering online modules.</p> <p>Experience of conducting tutorials, coaching and mentoring students and giving timely and effective student feedback.</p> <p>Experience of supervising student projects and dissertations.</p> <p>Experience of managing academic programmes (Grade 9 only).</p> <p>Experience in leading programme development at undergraduate/postgraduate levels (Grade 9 only).</p> <p>Experience with undertaking quality assurance and compliance processes effectively (Grade 9 only).</p>	Application form, interview and presentation
Aptitude and skills	<p>Ability to communicate specialist subject knowledge in a clear and enthusiastic manner.</p> <p>Ability to employ innovative teaching and training methods in relevant subjects.</p> <p>Excellent English Language communication skills (written, oral and presentation).</p> <p>Competent user of IT including Word, Excel, PowerPoint and learning related technologies to enhance student experience.</p> <p>Excellent organisational capability.</p> <p>Ability to work as a member of a team.</p>	Interview and presentation
Other	<p>A willingness to undertake further training/certification as appropriate and to adopt new procedures as and when required.</p> <p>Commitment to observing the University's Equal Opportunities policy at all times.</p>	Interview

	Essential	Method of assessment
	Ability to attend the University as and when required for scheduled teaching, relevant meetings and student support.	

	Desirable	Method of assessment
Education and qualifications	<p>PhD /DBA in a relevant discipline.</p> <p>Membership of a relevant professional body (BPS/CIPD).</p> <p>Fellowship/Senior Fellowship of HEA or a Postgraduate Certificate in Teaching and Learning in Higher Education, or equivalent qualification.</p>	Application form
Experience	<p>Experience of designing, developing and assessing sustainability-related modules to undergraduate/postgraduate audiences.</p> <p>Relevant experience of working in/with commercial enterprises/generating income through industry engagement.</p>	Application form and interview
Aptitude and skills	<p>Ability to employ innovative teaching methods to enhance the student experience, including online delivery.</p> <p>Positive attitude towards student pastoral needs and available support services.</p>	Interview

How to apply

You can apply for this role online via our website www.aston.ac.uk/jobs. Applications should be submitted by 23.59pm on the advertised closing date. All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted. If you require a manual application form then please contact the Recruitment Team via recruitment@aston.ac.uk.

Contact Information

Enquiries about the vacancy:

Name: Professor Nicholas Theodorakopoulos

Job Title: Head of Work and Organisational Psychology

Tel: 0121 204 3472

Email: n.theodorakopoulos@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:

Recruitment Team via recruitment@aston.ac.uk or 0121 204 4500.

Additional Information

Visit our website www.aston.ac.uk/hr for full details of our salary scales and benefits Aston University staff enjoy

Salary Scales: <http://www.aston.ac.uk/staff/hr/payroll-pensions-and-benefits/salary-scales/>

Benefits: <http://www.aston.ac.uk/staff/hr/payroll-pensions-and-benefits/>

Working in Birmingham: <http://www.aston.ac.uk/birmingham/city-living/>

Employment of Ex-Offenders: Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

Eligibility to work in the UK: Candidates who are not citizens of the United Kingdom, or another EEA member country, should check their eligibility to enter or remain the UK in advance of making any job application via the UKVI website <https://www.gov.uk/browse/visas-immigration/work-visas>. Before applying you should ensure that you meet the requirements, including meeting the English language standards. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful

Equal Opportunities: 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.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student 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.

An Equal Opportunities Monitoring Form is included within the application form. 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, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

Data Protection Act 1998: Your personal data will be processed in compliance with the DPA and from 25 May 2018 with the GDPR. The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <http://www.aston.ac.uk/data-protection>. 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.



Full details of our terms and conditions of service and associated policies and procedures are available online at www.aston.ac.uk/hr