JOB DETAILS FOR THE ROLE

Senior Lecturer in HRM/Organisational Behaviour/Ethics

Aston Business School

Reference Number: R130087

Closing date: Thursday 25th April 2013

Interview date: To be confirmed

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Please note that two posts are available (at Lecturer and/or Senior Lecturer level). Your application will only be considered for the post that you have applied for. If you would like to be considered for Lecturer (R130086) and Senior Lecturer (R130087) then you will need to submit two applications.

ROLE DESCRIPTION

Aston Business School is one of Europe’s leading business schools, with the majority of its research rated world-leading or internationally excellent in RAE 2008, QAA 24/24 for teaching quality and accredited by AACSB, AMBA and EQUIS. It is also at the forefront of responsible management education in the UK. There is a thriving research culture and strong demand from well-qualified students for its range of undergraduate, Masters and post-experience courses.

This post requires an enthusiastic individual, with experience of teaching and a developing research profile to contribute to the activities of the Work and Organisational Psychology group. Applicants must be able to demonstrate an established research programme, through publications in internationally rated journals, research leadership and success in obtaining funding for research. Applicants must also be able to demonstrate effective and innovative teaching practice at undergraduate and postgraduate levels.

We encourage applications from all methodological perspectives, and we are keen to discuss new perspectives in order to enhance our existing research profile and teaching provision.

Post title

Senior Lecturer in HRM/Organisational Behaviour/Ethics

Job Purpose

To lead in the development and delivery of research and teaching activities of the School.

Responsibilities

Teaching

1. To be responsible for setting standards and monitoring delivery and student progress against standards within the area of responsibility.
2. To design, develop, deliver and, where appropriate, lead a range of programmes of study, including identifying opportunities for the strategic development of new courses or areas of activity.
3. To contribute to the development of School teaching and learning strategies.
4. To deliver teaching of the highest quality to undergraduate and postgraduate students and to carry out the associated assessment and examining processes.
5. To provide academic support, supervision and advice to undergraduate and postgraduate students.
6. To promote the use of a range of methods and techniques in teaching, learning and assessment.
7. To contribute to the management of quality, audit and other external assessments in own areas of responsibility.

Research

1. To pursue a personal research programme consistent with the research priorities of Aston Business School that will make a significant impact by leading to an increase in knowledge and understanding in the area of HRM, Organisational Behaviour and/or responsible management.
2. To publish the outcomes of research in outlets of international standing.
3. To actively seek and secure external research funding as principal investigator and project leader.
4. To supervise and manage research projects.
5. To supervise postgraduate students at Masters and Doctoral levels.
6. To contribute to the development of the School's research strategy.
7. To collaborate in research initiatives with colleagues in and beyond the Aston Business School as appropriate.

Community Engagement

1. To be involved in activities to raise the regional, national and international profile of Aston Business School and the Work & Organisational Psychology Group, particularly with the professions, schools and businesses.
2. To forge relationships with the professional bodies and key bodies representing relevant professional interests.
3. To support, and (where applicable) to contribute to Aston University’s continuing professional development programme and activities.

Other related activities and functions

1. To carry out specific (School) roles and functions as may be reasonably required, these being equitably distributed across the academic staff.
2. To advise others on strategic issues such as student recruitment, marketing, staff appointments and student and other performance matters.
3. To engage in training programmes in the University (e.g. through Staff Development) which are consistent with the needs and aspirations of the academic and the School.
4. To diligently support quality assurance measures within the University (e.g. by reviewing delivered modules annually, setting and receiving student feedback questionnaires).
5. To undertake such other duties as may be reasonably requested and that are commensurate with the nature and grade of the post.
## PERSON SPECIFICATION

**MOA = Method of assessment**

Application Form (AF) Interview (I) Presentation (P)

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<th>ESSENTIAL</th>
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<td><strong>Education/Qualifications</strong></td>
<td>A good undergraduate degree in a relevant subject</td>
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<td>A doctorate in a relevant academic discipline</td>
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<td><strong>Experience</strong></td>
<td>Experience of teaching in relevant undergraduate and postgraduate programmes, including research student supervision</td>
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<td>Initiating, conducting and supervising research to doctoral level</td>
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<td>A commitment to research, with a track record of publications / conference papers in international journals</td>
<td>AF, I, P</td>
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<td>Experience of securing research funds from external sources</td>
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<td>Experience of programme leadership</td>
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<td><strong>Aptitudes and Skills</strong></td>
<td>Ability to work in and lead a team</td>
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<td>Excellent English Language communication skills (written, oral and presentation)</td>
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<td>Competence in IT skills and Internet usage</td>
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<td>Proven ability to take part in course and programme development</td>
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<td>Proven ability to provide tutorial support and advice to undergraduate and postgraduate students</td>
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<td>Ability to employ innovative teaching and training methods</td>
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<td><strong>Training and Development</strong></td>
<td>A willingness to undertake further training as appropriate and to adopt new procedures as and when required</td>
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<td>Successful completion (or significant progress) in an equivalent of the University’s PG Certificate in Professional Practice (PGCPP) / willingness to undertake the University’s PG Certificate in</td>
<td>I</td>
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Professional Practice (PGCPP) within 2 years of appointment

**Other**
- Commitment to observing the University’s Equal Opportunities policy at all times
- Ability to attend the University as and when required for scheduled teaching, relevant meetings and student support

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<td><strong>Education/Qualifications</strong></td>
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<td>Postgraduate Certificate in Teaching &amp; Learning in Higher Education, or equivalent qualification</td>
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<td>Membership of relevant professional body (CIPD, BPS)</td>
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<td><strong>Experience</strong></td>
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<td>Experience with virtual learning environments</td>
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<td>Research interests in learning and talent development</td>
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<td><strong>Aptitudes/Skills</strong></td>
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<td>Ability to demonstrate leadership in research</td>
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OUTLINE TERMS AND CONDITIONS OF THE APPOINTMENT

**Term of appointment:** Continuing appointments are offered. The appointment is Grade 10 and the salary range for this grade is £45,941 - £53,233 per annum.

**Holiday entitlement:** 30 days per annum in addition to up to 13 days per annum public and University holidays.

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

**Research start up fund for new academics:** All academic staff joining Aston Business School receive a start-up fund of £3,000 (for Lecturers and Teaching Fellows) and £6,000 (for Senior Lecturers). This fund must be used to cover the cost of any IT equipment required, but any unused money can be put towards research costs.

Alternatively 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.

**Performance related pay:** In addition to the basic salary, the University operates a PRP scheme. Awards are determined on an annual basis.

**Consultancy:** Academic staff (Lecturers, Senior Lecturers, Readers and Professors) are permitted to use up to 50 days per annum for consultancy activities provided that the University is safeguarded against conflicts of interest (including IPR), indemnified against financial risk, fairly reimbursed for the use of any University facilities and provided that the activities undertaken do not detract from the contributions to Aston for which he or she is being employed.

The University’s policy paper ‘Consulting Policy at Aston’, is made available to newly-appointed academic staff during their induction.

**Qualifications:** Successful candidates will be required to produce evidence of their qualifications upon joining the University.

**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.

**Relocation:** Newly-appointed staff are required to establish their homes within reasonable daily travelling distance to and from the University. The
University operates a relocation scheme to assist newly-appointed staff in meeting this requirement. Full details of the relocation scheme are included with offers of appointment.

**Medical examination:** It is a condition of appointment that newly-appointed staff receive medical clearance from the University’s Health Centre.

**Eligibility to work in the UK:** 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. Candidates should check their eligibility to enter or remain in the UK in advance of making any job application using the [points-based calculator](https://www.ind.homeoffice.gov.uk) on the UK Border & 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.

**Document checks:** 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 UK Border Agency website. [www.ind.homeoffice.gov.uk](https://www.ind.homeoffice.gov.uk).

Full details of the salary scales, terms and conditions of service and associated policies and procedures are available on the recruitment website.
FURTHER ADVICE

Please contact Dr Ann Davis (Group Head: Work & Organisational Psychology) for an informal discussion about the post.

Tel: +44(0) 121 204 3261 Email: a.j.davis@aston.ac.uk

If you would like information on the progress of your application, or advice on any aspect of the appointment process generally, or the terms and conditions of service, please do not hesitate to contact:

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<tr>
<th>Name</th>
<th>Position</th>
<th>Tel:</th>
<th>Email:</th>
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<tbody>
<tr>
<td>Kam Randhawa</td>
<td>HR Advisor</td>
<td>+44 (0) 121 204 4586</td>
<td><a href="mailto:k.randhawa3@aston.ac.uk">k.randhawa3@aston.ac.uk</a></td>
</tr>
<tr>
<td>Manpreet Kaur</td>
<td>HR Administrator</td>
<td>+44 (0) 121 204 4590</td>
<td><a href="mailto:m.kaur10@aston.ac.uk">m.kaur10@aston.ac.uk</a></td>
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EQUAL OPPORTUNITIES STATEMENT

Aston University undertakes to promote equality and diversity within the University Community in all aspects of its work. Further, it aims to ensure through its admissions policies for students and its recruitment and selection processes for staff that it encourages 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 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. For further details of policies and codes of practice on race, gender, disability, religion and belief, sexual orientation and age see: http://www.aston.ac.uk/staff/equalops/

An Equal Opportunities Monitoring Form is included with the application form.

DATA PROTECTION ACT 1998

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 may be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

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.