JOB DETAILS FOR THE ROLE

Lecturer in Accounting
Aston Business School
Reference Number: R130101
Closing date: Friday 10th May 2013
Interview date: To be confirmed

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ROLE DESCRIPTION

We have an opportunity in the Accounting Group for a Lecturer appointment.

Please note that only one post is available. Your application will be considered for the post that you have applied for. If you would like to be considered for Lecturer (R130101) and Senior Lecturer (R130102) then you will need to submit two applications.

An appointment will be made based on the experience and academic profile of candidates.

Applicants for a lectureship should possess a good first degree and should have, or expect shortly to obtain, a doctorate in a relevant discipline. A publication record in refereed journals is desirable along with the clear potential to publish internationally.

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. Additionally, applicants should be able to demonstrate effective and innovative teaching practice at undergraduate and postgraduate levels.

Post title

Lecturer in Accounting

Grade: Grade 8 or 9

Job Purpose
To contribute to, develop and enhance the research and teaching activities of the School.

Responsibilities

Research
1. To pursue a personal research programme consistent with the research priorities of Aston Business School.
2. To publish the outcomes of research in outlets of international standing.
3. To secure external research funding.
4. To supervise and manage research projects.
5. To supervise postgraduate students at Masters and Doctoral levels.
6. To collaborate in research initiatives with colleagues in and beyond Aston Business School as appropriate.

Teaching
1. To cooperate with colleagues in the continuous review and development of Programmes and the curriculum.
2. To be responsible for the design and content of specific areas of teaching and learning within the School's undergraduate and postgraduate Programmes.
3. To deliver teaching of the highest quality to undergraduate and / or postgraduate students and to carry out the associated examining processes.
4. To provide academic support and advice to undergraduate and postgraduate students.
5. To promote the use of a range of methods and techniques in teaching, learning and assessment.
6. To engage in the regular evaluation and development of modules for which the lecturer has responsibility, in terms of content, delivery and assessment.

Community Engagement
1. To be involved in activities to raise the regional profile of the Accounting group, particularly with schools and businesses.
2. To forge relationships with key local bodies.

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 take part in the work of University or School Committees as appropriate.
3. To engage in training programmes in the University (e.g. through Staff Development) which are consistent with the needs and aspirations of the lecturer 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>An undergraduate degree in a relevant subject (upper second or first class honours)</td>
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<td>A doctorate in a relevant academic discipline (or close to submission of PhD thesis, within 3 months of commencing employment)</td>
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<td><strong>Experience</strong></td>
<td>Experience of teaching in relevant undergraduate and postgraduate programmes</td>
<td>AF, I, P</td>
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<td>Experience of designing, developing and assessing academic Accounting modules to undergraduate and/or postgraduate audiences</td>
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<td>Experience of conducting tutorials, coaching and mentoring students and giving timely and effective student feedback</td>
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<td>Experience of developing a research programme, publishing research outcomes (preferably in international journals) or demonstrated potential to do so</td>
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<td>Initiating and conducting research to doctoral level</td>
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<td>Experience of securing research funds from external sources or demonstrated potential to do so</td>
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<td><strong>Aptitudes and Skills</strong></td>
<td>Ability to employ innovative teaching and training methods</td>
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<td>Excellent English Language communication skills (written, oral and presentation)</td>
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<td>Competent user of IT including Word, Excel, PowerPoint and learning related technologies to enhance student experience</td>
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<td>Excellent organisational capability</td>
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<td>Ability to work as a member of a team</td>
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<td><strong>Training and Development</strong></td>
<td>Where no advanced teaching qualification is held, willingness to undertake the University’s PG Certificate in Professional Practice (PGCPP) within 2 years of appointment</td>
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A willingness to undertake further training as appropriate and to adopt new procedures as and when required | I

Other

Commitment to observing the University’s Equal Opportunities policy at all times | I

Ability to attend the University as and when required for scheduled teaching, relevant meetings and student support | I

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<td><strong>Education/Qualifications</strong></td>
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<tr>
<td>Professional qualification in Accounting (or be working toward this qualification)</td>
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<td>Membership of relevant professional body</td>
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<td>Postgraduate Certificate in Teaching &amp; Learning in Higher Education, or equivalent qualification</td>
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<td><strong>Experience</strong></td>
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<td>Experience of using virtual learning environments e.g. Blackboard / Pebble Pad</td>
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<td>International and/or intercultural experience</td>
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<td>Experience in the supervision of Masters and doctoral students</td>
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<td>Experience of module or programme leadership</td>
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OUTLINE TERMS AND CONDITIONS OF THE APPOINTMENT

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

The appointment is at either Grade 8 (salary range for this grade is £32,267 - £36,298 per annum) or Grade 9 (salary range for this grade is £37,382 - £44,607 per annum). The level of appointment will be dependent upon the academic qualifications and experience.

This appointment will be subject to the Terms and Conditions of Service for Academic (Teaching) Staff. Copies of these Terms and Conditions are available on http://www1.aston.ac.uk/staff/hr/my-aston/.

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 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.

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 Professor Alan Lowe (a.d.lowe@aston.ac.uk) or Professor Margaret Woods (m.woods@aston.ac.uk), for an informal discussion about the post.

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>Phone Number</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>
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<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.