

# Lecturer



**Reference: 0064-26**

**Grade: Grade 8 or Grade 9**

**Salary: £41,064 to £56,535 per annum, depending on experience**

**Contract Type: Fixed Term 12 months**

**Basis: Part time 0.4fte (14.6 hours per week)**

# Job description

## Job Purpose:

Aston Business School is seeking to appoint a Lecturer in Leadership and People Management to join the Leadership and Management Department. We particularly welcome applications from candidates with experience related to healthcare management, where we have a well-established and growing team of colleagues working on healthcare management, wellbeing, and HRM. This role will contribute to the teaching profile of the Leadership and Management Department. The successful candidate will be expected to contribute to high-quality teaching across our programmes, and meaningful engagement with external stakeholders aligned with the department's ethos.

## Main Duties/Responsibilities

### Teaching and Learning

- ▶ Teach students at different levels including foundation, undergraduate and postgraduate students, and to carry out the associated examining processes.
- ▶ Contribute to / be responsible for the design and content of specific areas of teaching and learning within the School's teaching Programmes, with guidance.
- ▶ Provide academic support and advice to foundation, undergraduate and postgraduate students.
- ▶ Collaborate with colleagues across disciplines in the continuous review and development of Programmes and the curriculum.
- ▶ Employ and promote innovative and modern teaching, learning and assessment including digital delivery.
- ▶ Engage in quality assurance processes, including module evaluation and feedback analysis.

### In addition, at grade 9:

- ▶ Lead on module and content design with greater independence.
- ▶ Demonstrate pedagogical innovation and reflective teaching practice, with a commitment to professional development.

### External Engagement

- ▶ To enhance the University's reputation with professional/scholarly bodies by participating in existing networks and by developing new links capable of demonstrating impact.
- ▶ To represent the interests of the subject and School via activities to raise the regional, national and international profile, particularly with the professions, schools and businesses

### Citizenship

- ▶ Carry out specific School roles and functions as may be reasonably required (e.g. Programme Co-ordinator, Personal Tutor, Admissions Tutor), these being equitably distributed across the academic staff.
- ▶ Provide pastoral care and support to students.
- ▶ Take part in and, if required, manage staff seminars, cross-departmental activities and events e.g. Open Days, Sixth Form Conferences etc.
- ▶ Display and promote Aston values through own actions and behaviour.
- ▶ Undertake such other duties as may be reasonably requested and that are commensurate with the nature and grade of the post.

**In addition, at grade 9:**

- ▶ Take part in and, on occasion, act as Chair of one or more of the School committees, these responsibilities being equitably distributed across the academic staff.

**Additional responsibilities**

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities.
- ▶ 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

	<b>Essential</b>	<b>Method of assessment</b>
<b>Education and qualifications</b>	<p>A good first degree (or equivalent) in a relevant field such as HRM, Organisational Behaviour, Work Psychology, or related disciplines.</p> <p><b>In addition, at grade 9:</b></p> <p>A recognised teaching qualification / membership of the Higher Education Authority at Fellow level or willingness to do so within 12 months of taking up appointment.</p>	Application form and interview
<b>Experience</b>	<p>Experience of teaching and assessing within a degree programme.</p> <p>Experience of using VLE's (e.g. Blackboard).</p> <p><b>In addition, at grade 9:</b></p> <p>Experience of curriculum design, review and implementing innovative ideas.</p>	Application form and interview
<b>Aptitude and skills</b>	<p>Ability to develop own teaching materials and contribute to course and programme development.</p> <p>Ability to provide tutorial and counselling advice to undergraduate and postgraduate students.</p> <p>Excellent communication skills to build external contacts that will support teaching activity.</p> <p>Ability to develop and maintain a scholarship programme.</p> <p>Ability to harness IT as a research and teaching tool.</p> <p>A willingness to undertake further training as appropriate and to adopt new procedures as and when required.</p>	Application form and interview

	<b>Essential</b>	<b>Method of assessment</b>
	<p>Enterprise, policy engagement or consultancy work in the HRM or leadership space.</p> <p>Commitment to observing the University's Equal Opportunities Policy at all times.</p> <p>Ability to attend the University as and when required for scheduled teaching, relevant meetings and student support.</p> <p><b>In addition, at grade 9:</b></p> <p>Ability to lead taught modules and programmes for undergraduate and postgraduate students.</p>	

	<b>Desirable</b>	<b>Method of assessment</b>
<b>Education and qualifications</b>	A Doctorate in a relevant field such as HRM, Organisational Behaviour, Work Psychology, or related disciplines.	Application form and interview
<b>Experience</b>	Experience of healthcare management-related teaching or work.	Application form and interview

## University values

All staff are expected to demonstrate/promote the University's values and expectations, which are an integral part of our strategy and underpin the culture of the University. In addition, our leaders are expected to be accountable, help to execute strategic visions of the University and share and set clear expectations that inspire those around them.

Values + Behaviours



### Innovation

We strive for excellence within ourselves and others, providing solutions to new and existing challenges.



### Collaboration

We work best when we are collaborative, working together to contribute to the Aston community.



### Ambition

We strive together for improvement and innovation looking ahead to see the bigger picture.



### Inclusion

We treat everyone in our community equally and how they would like to be treated.



### Integrity

We are open, honest and fair. We take ownership of the way we work and how we treat each other.

## How to apply

You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

Applications should be submitted by 23.59 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](mailto:recruitment@aston.ac.uk).

## Contact information

### Enquiries about the vacancy:

Name: Roberta Fida

Job Title: Head of the Leadership and Management Department

Email: [r.fida@aston.ac.uk](mailto:r.fida@aston.ac.uk)

Name: Aoife McDermott

Job Title: Professor of Human Resource Management

Email: [a.mcdermott10@aston.ac.uk](mailto:a.mcdermott10@aston.ac.uk)

### Enquiries about the application process, shortlisting or interviews:

Recruitment Team via [recruitment@aston.ac.uk](mailto:recruitment@aston.ac.uk) or 0121 204 4500.

## Additional information

Visit our website <https://www2 aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits Aston University staff enjoy.

**Salary scales:** <https://www2 aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

**Benefits:** [Benefits and Rewards | Aston University](#)

**Working in Birmingham:** <https://www2 aston.ac.uk/birmingham>

**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 are applying for is listed as an exception under the act.

**Eligibility to work in the UK:** You should ensure that you meet the eligibility requirements, including meeting the [English language standards](#). If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful. Please see UKVI guidance for further information on eligibility, knowledge of English requirements and approved test centres <https://www.gov.uk/tier-2-general>

With the end of free movement for EU/EEA/Swiss nationals from 1 January 2021, the UK's new immigration system applies to all non-UK/Irish nationals who require a visa.

Where an individual is subject to UK immigration control, they will require a visa to work in the UK.

The following individuals do not need a visa for the UK, but do still have to prove their right to work before employment can commence:

- **British Citizens or Irish Nationals**
- **EU/EEA/Swiss nationals with Settled or Pre-settled status under the EU Settlement Scheme**
- **Non-EEA nationals with Indefinite Leave to Remain/Settlement in the UK**

The main routes available for those who need a visa to work in the UK are **Skilled Worker**, **Global Talent** and the **Graduate Route**.

You can find further information about each of these visa routes on our candidate immigration page.

If you will conduct research in your role, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application. Please see below for further details.

### **Academic Technology Approval Scheme (ATAS):**

If you will conduct research in your role and you apply for a Skilled Worker or Temporary

Worker GAE visa, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application.

This process can take at least 6 weeks to process, and Aston will consider this when confirming your expected start date. Processing times will increase between April and September and can longer to complete.

There is no fast-track option available. ATAS certificates will be processed in order of receipt.

You can find more information about ATAS on our candidate immigration page.

### **Before you start and Right to Work**

#### 90-day entry vignette

If you have applied for your visa outside of the UK, you will receive a vignette in your passport which is usually valid for 90 days. Please make sure to travel to the UK within the 'valid from' and 'valid to' dates on this visa. If you entered the UK before or after these dates, you would not 'activate' the visa and you would need to leave and re-enter the country.

You will also receive a decision letter confirming details about your immigration permission and where to collect your Biometric Residence Permit.

#### Cost of Living - Estate and Letting Agents

There are numerous Estate and Letting Agents in and around Birmingham that can help you find suitable accommodation. The Midland Landlord Accreditation Scheme provides a list of professional agencies and landlords who have applied with them for accreditation. Whilst accreditation is not a guarantee of quality, it provides some reassurance about the standard of the service they provide.

You can also use property search websites such as Rightmove or Zoopla.

### **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**

Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.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 <https://www2.aston.ac.uk/staff-public/hr/policies>

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