

University Fellow in Human Resource Management and Organisational Behaviour

Fixed term for 2 years

Job Ref: REQ180888

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Job Description

Job Grade: Specialist and Supporting Academic 7

Job Purpose

To contribute to, develop and enhance the activities of the Human Resource Management and Organisational Behaviour discipline group through bringing direct academic, professional and vocational experience to the School's taught programmes and enterprise activities. To assist with the structure and development of teaching and enterprise activities. To provide teaching, which may include teaching to post-experience students at the Master's level, administrative and mentoring support.

Job Duties

Learning and Teaching

- To teach undergraduate and postgraduate students and participate in associated examining and assessment processes
- To use appropriate and innovative methods and techniques in teaching and assessment
- To engage in the evaluation and development of modules for which responsible in terms of content, delivery and assessment
- To act as Responsible Examiner for specific modules and coordinate all activities relating to such modules, including Bought-in-Teachers
- To be responsible for the design and content of specific areas of teaching and learning the School's undergraduate and postgraduate programmes
- To cooperate with colleagues in the continuous review and development of the School's taught programmes and the curriculum.

Student Support

- To provide academic support and advice to students on modules for which responsible
- To act as a Personal Tutor to allocated students in the School
- To act as a Placement Visit Tutor to allocated students in the School

Scholarship and Enterprise

- To engage in scholarly activities appropriate to ensure the integration of practice with current research evidence.
- To participate in the enterprise activities of the School, including executive education

Other Functions

- To carry out specific administrative roles and functions as required in relation to learning and teaching, student support, and scholarship and enterprise.
- To engage in appropriate training activities as required by the School in order to discharge responsibilities and contribute to the objectives of the School
- To undertake such other duties as may be reasonably requested and that are commensurate with the nature and grade of the post.

Points To Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Special Conditions

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

Organisational Responsibility

Reports to Head of Discipline Group, Human Resource Management and Organisational Behaviour and relevant Programme Administration Managers

Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

Essential Criteria

Area	Criteria	Stage
Experience	Significant managerial or professional experience working in organizations	1, 3
	Experience of teaching in the university sector	1, 3
	Experience of networking within appropriate business and organizational communities	1, 3
Skills and abilities	Knowledge of current pedagogical practice	1, 3
	Knowledge of entrepreneurship and innovation management	1, 3
	Ability to deliver both academic and skills-based materials to postgraduate and undergraduate students	1, 3
	Ability to work independently and as part of a team	1, 3
	Excellent communication skills, including writing	1, 3
Training	Willingness to undertake training as appropriate	1, 3
Qualifications	Degree in a relevant discipline area or equivalent professional qualification	1
Other	Commitment to observing the University's Equal Opportunities policy	1, 3

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of engaging with international students in a higher education environment	1, 3
Skills and abilities	Experience with e-learning	1, 3
	Experience of teaching students from a variety of disciplines	1, 3
	Experience of teaching on collaborative/real projects	2, 3
Training	Completion of recognised training programme for academic staff	1, 3
Qualifications	Qualification in teaching or related area	1
	A good postgraduate degree	1

Conditions of Service

The position is full time and fixed term for two years. Salary will be on Specialist and Supporting Academic job family grade 7 (£40,792 - £48,677 per annum), a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Academic and Related staff/Operational and Administrative staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

Informal Enquiries

Informal enquiries should be made to Dr Ray Randall, Head of Human Resources and Organisational Behaviour discipline group by email at R.Randall@lboro.ac.uk

Applications

The closing date for receipt of applications is **18th November 2018**. Interviews will be held on **14th December 2018**.