

## UNIVERSITY TEACHER IN WORK & ORGANISATION

Job Ref: REQ260195

### School summary:

Loughborough Business School is an integral part of Loughborough University's learning offering, covering the disciplines of business, management, finance, accounting and economics. Guided by the ethos of 'Progress with Purpose', our forward-thinking approach to research and teaching empowers staff and students to drive change, both within and beyond the University.

We are consistently ranked as a top 10 UK university in national league tables and Loughborough Business School also holds triple accreditation from AMBA, EQUIS and AACSB. Our position within the higher education sector has been developed by our excellence driven approach and a welcoming, vibrant international community of staff and students. Whether you are an innovative academic aiming to make a difference in the world, or an ambitious professional in search of a rewarding career in higher education, you can make progress with purpose at Loughborough Business School.

### Job Description

**Job Family and Grade:** Specialist and Supporting Academic Grade 7

#### Job Purpose

To contribute to, develop and enhance the activities of the School through bringing direct academic and professional experience to the School's taught programmes and enterprise activities. To assist with the development of teaching activities. To provide teaching, which may include teaching to post-experience students at the master's level, administrative and mentoring support.

#### Areas of Specialisation

Organisational Behaviour (with emphasis on Work Psychology OR/AND Leadership) OR/AND Human Resources Management (with emphasis on International HRM, OR/AND Employee Relations). There is an expectation that the successful candidate will have significant experience in teaching delivery to different levels of students, from undergraduate and MSc to MBA and Executive programmes.

## **Job Duties**

### Learning and Teaching

- To teach undergraduate, postgraduate and post-experience students and participate in associated examining and assessment processes. This will include the supervision and assessment of business projects.
- To use appropriate and innovative methods and techniques in teaching and assessment, especially approaches that effectively introduce programming skills to students with non-technical backgrounds.
- 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 in 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 where required
- To act as a Placement Visit Tutor to allocated students in the School where required

### 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 outlined in the document.

## **Organisational Responsibility**

Direct Reports: A member of the Work and Organisations discipline group leadership team

## Person Specification

Your application will be assessed based on the essential and desirable criteria listed below.

Applicants are strongly encouraged to explicitly demonstrate how they meet each essential (and desirable) criteria at the application stage. The criteria that you need to demonstrate in your application will be listed as Stage 1 in the table below.

Stages of assessment are as follows:

- 1 – Criteria measured within the Application
- 2 – Criteria measured at Presentation
- 3 - Criteria measured at Interview

### Essential Criteria:

Area	Criteria	Stage	
Experience	Experience of teaching in the UK University sector	1, 2	
	Experience of networking within relevant business fields	1, 2, 3	
	Experience of working with senior managers within a practitioner context	1, 2, 3	
	Excellent communication and interpersonal skills which give you the ability to engage with students, colleagues, business and other agencies on a wide variety of matters	1, 3	
	Experience of supervising postgraduate project students, providing training and teaching as appropriate	1, 3	
Skills and abilities	Knowledge of current pedagogical practice	1, 2, 3	
	Ability to teach undergraduate and postgraduate students, including students on MBA and Executive programmes	2	
	Ability to deliver both skills-based and academic materials to postgraduate students	1, 3	
	Commitment to and evidence of continuing professional development (both in teaching and your area of applied professional practice)	1, 3	
	Ability to work independently and as part of a team	3	
	In-depth knowledge of the relevant academic area	3	
	The ability to foster positive relationships with staff and students	3	
	The ability to communicate clearly verbally and in writing	2, 3	
	The ability to think quickly and to respond to technical/theoretical questions about the relevant academic area	3	
	Relevant IT skills	3	
	Training	Willingness to undertake training as appropriate	3
	Qualifications	Relevant MSc, equivalent professional qualification or equivalent work experience	1
	Other	Commitment to equal opportunities; health and safety	3

**Desirable Criteria:** These are skills, experience and competencies that are additional extras that may be used to narrow the pool down if we receive a high volume of applications that meet the essential criteria.

Area	Criteria	Stage
Qualifications	Qualification in teaching or related area	1
Training	Completion of recognised training programme for academic staff	1

## Conditions of Service

The appointment will be subject to the [University's Terms and Conditions of Employment](#) relevant to the job grade.

## Shared University Responsibilities

As a member of the Loughborough community, you are expected to:

- Take reasonable care of yourself, others and the environment, and to prevent harm by your acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Sustainability Policies & Procedures.
- Support and contribute to the University's commitment to Equity, Diversity, and Inclusion (EDI), while carrying out all duties in a way that respects these principles and upholds the right to free expression. Further information about EDI at Loughborough and our strategic aims is available on our website.

## Our Purpose, Vision, and Values

Our purpose, Vision and Values underpin all that we do and shape how we work together at Loughborough.

We're proud to promote our values: **Adventurous, Collaborative, Creative, Authentic** and **Responsible**. Our people bring these values to life every day, and they are central to the positive and supportive culture that makes Loughborough unique.

If you join us, you'll be encouraged to bring these values to life in your own work and contribute to the positive, supportive culture that makes Loughborough unique.

Read more about our [vision and values](#).

## Our Accreditations



We strive to create a culture that supports equity 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 career.



We are proud to be a [Race Equality Charter Member](#). The Charter aims to improve the representation, progression and success of all minority ethnic staff and students within higher education and address issues of racism within higher education institutions (HEIs).



We are proud to be a Disability Confident Employer and have adopted a proactive approach to employing disabled people and to creating a more diverse workforce. We ensure that our recruitment processes are inclusive and accessible. We guarantee to offer an interview to all applicants who have declared a disability, provided that the essential criteria for the role are met. We proactively anticipate and provide reasonable adjustments and support existing employees who acquire a disability or long-term condition to thrive in the workplace.



We are a real living wage employer, and our Living Wage Employer Mark shows our commitment to paying our staff according to the cost of living.



We are proud supporters of the [City of Sanctuary movement](#) and delighted to be recognised as a University of Sanctuary. This national network brings together, university staff, lecturers, academics, and students, who together work to make Higher Education institutions places of safety, solidarity and empowerment for people seeking sanctuary.

**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.**