

## Job description

<b>Post title and post number</b>	Lecturer/Senior Lecturer in International Business (2 posts) - 44858
<b>Organisation advertising Description</b>	Birmingham Business School, College of Social Sciences
<b>Post number</b>	44858
<b>Full-time/Part-time</b>	Full-time
<b>Duration of post</b>	Permanent
<b>Post is open to:</b>	Internal and external candidates
<b>Grade</b>	8 or 9
<b>Salary</b>	Lecturer: Starting salary is normally in the range £37,012 to £44,166. With potential progression once in post to £49,689 a year.  Senior Lecturer: Starting salary is normally in the range £45,486 to £52,706. With potential progression once in post to £68,725 a year
<b>Additional information</b>	For informal enquiries please contact Paul Edwards at <a href="mailto:p.k.edwards@bham.ac.uk">p.k.edwards@bham.ac.uk</a>
<b>Terms and conditions</b>	<a href="#">Academic Teaching Staff (non-clinical)</a>
<b>Closing date</b>	14 September 2012

## Job summary

To contribute to the implementation of the School's strategy through the development and delivery of a range of undergraduate and postgraduate curricula within the Department of Management and through the undertaking of high quality research.

These posts in particular will focus on MBA and MSc International Business teaching. International Business embraces the standard definition of the field, including such topics as international strategy with particular interest in the organisational behaviour and human resource management aspects of international business.

## Main duties

### Research

#### Lecturer:

To plan, design and co-ordinate broad research activities and programmes and to carry out research, using appropriate methodology and techniques. This may include, where appropriate to the discipline:

- To pursue personal research including developing research ideas and winning support, including financial support.
- To plan, publish and/or execute high quality research with the potential to develop a strong research profile.
- To project manage research activities, and/or supervise other research staff
- To present findings in high quality publications and conference proceedings
- To develop novel methodologies and techniques appropriate to the type of research being pursued
- To supervise and examine PhD students, both within the institution and externally
- To provide expert advice to staff and students within the discipline.
- To apply knowledge in a way which develops new intellectual understanding
- To contribute to the development of research strategies in the School

#### Senior Lecturer:

To pursue sustained research activity through original research and scholarship, including other research-related contributions through conference papers and presentations and/or consultancy projects and advice. Where appropriate for the discipline, this may include some but not all of the responsibilities listed below.

- To make a major contribution to the management of research activities
- To lead successful funding bids which develop and sustain research support for the specialist area (in disciplines where this is possible)
- To publish leading research in top ranked international scholarly journals that results in a sustained, highly respected reputation of international quality in the subject area and/or designing and developing innovative underpinning technologies
- To provide expert advice internally and externally
- To provide leadership of research that contributes to the progression of the discipline (in disciplines where this is possible)
- To referee and peer review articles for peer reviewed academic journals and grant applications by research councils and/or other major funding bodies

In addition, research responsibilities will include some but not necessarily all the indicative responsibilities from grade 8 listed below:

- To supervise and examine PhD students, both within the institution and externally.
- To manage research activities and/or supervising other research staff.

- To develop novel methodologies and techniques appropriate to the type of research being pursued.

## **Learning and Teaching**

### **Lecturer:**

To use a variety of methods in teaching and advising individuals and groups of undergraduates, postgraduates, or CPD students. Where appropriate to the discipline this may include:

- To teach and examine courses at all levels (i.e. undergraduate, postgraduate and/or higher research degree students) through lectures, seminars and personal supervision. Part of this workload may involve teaching on the School's offshore programmes in Singapore, Hong Kong and Guangzhou
- To plan and review own teaching approaches and act as a mentor to encourage others to do the same
- To develop and apply innovative teaching approaches and materials to enable learning and enthuse students
- To develop programme proposals and make substantial contributions to the design of teaching programmes more widely in the Department or School, as appropriate
- To undertake the full range of responsibilities in relation to supervision, marking and examining to ensure that student progress is being monitored and reported in line with the School's procedures
- To use appropriate approaches to learning and teaching in their field
- To disseminate appropriate practices through suitable media
- To develop and advise others on learning and teaching tasks and methods.
- To devise & supervise projects, student dissertations and practical work

### **Senior Lecturer:**

To contribute at a senior level on a sustained basis in learning and teaching. Where appropriate for the discipline, this may include some but not all of the responsibilities listed below:

- To lead the development of new and appropriate approaches to learning and teaching. This may be underpinned by research and evaluation of teaching methods and systems
- To act as adviser for teaching and learning methods through excellent practice and mentoring other colleagues
- To lead the design and/or co-ordination of programmes or equivalent activities across the School or Department
- To contribute to the development of teaching and learning policy more widely than the School
- To contribute to debate nationally about policy, methods & practices through publications, conference activity and roles that advance quality in the discipline
- To lead the development and management of assessment strategies within the School/Department

In addition, the learning and teaching responsibilities will include some but not necessarily all the indicative responsibilities from grade 8 level.

## **Management / Administration**

### **Lecturer:**

To contribute to Departmental /School administration in line with the School's organisation and structure, contributing as an active citizen to the life of the School, or have a high level of responsibility for others. This may include:

- Contributing to the administration/management of research and/or teaching across the Department/School
- Leading and managing a team to devise and implement a new and/or revised process (e.g. new programme or a recruitment drive)
- Advising on personal development of colleagues and students
- Making a major contribution to some administrative activities within the University (e.g. appeals panels, working groups).

To promote and market the work of the School in the subject area both nationally and internationally

### **Senior Lecturer:**

To chair and/or lead activities in the Department/ School and representation on University committees or working groups. Where appropriate to the discipline, this is likely to include some but not all of the responsibilities listed below.

- To make an important contribution to the development and running of the Department or School, for example, leading activity on teaching assessment and/or on research
- To develop and manage staff and resources in support of major research and/or teaching activities
- To make important contributions to the development of the Department's/ School's research strategy and/or learning and teaching strategy.

In addition, the management/administration responsibilities will include some but not necessarily all the indicative responsibilities from grade 8 level.

## **Person specification**

### **Lecturer:**

- Normally, a higher Degree relevant to the research/teaching area (usually PhD) or equivalent qualifications.
- Extensive research/teaching experience and scholarship within subject specialism.
- Proven ability to devise, advise on and manage learning/ research.
- Skills in managing, motivating & mentoring others successfully at all levels.

### Research

- Experience and achievement reflected in a growing reputation

- Extensive experience and demonstrated success in planning, undertaking and project managing research to deliver high quality results.
- Extensive experience of applying and/or developing and devising successful models, techniques and methods.

### Teaching

- Ability to design, deliver, assess and revise teaching programmes.
- Extensive experience and demonstrated success in developing appropriate approaches to learning and teaching and advising colleagues

### Management/ Administration

- Ability to contribute to School/Departmental management processes
- Ability to assess and organise resources effectively
- Understanding of and ability to contribute to broader management/administration processes

### **Senior Lecturer:**

A Senior Lecturer should demonstrate competence in Research, Learning and Teaching, and Management and administration and excellence in at least two of these areas.

### Research

An excellent national reputation and a developing international profile through original research work and a clear record of impact. There should be evidence of success under the following headings, as appropriate to the discipline:

- High level peer esteem as evidenced by
  - Excellent reputation in the UK and often internationally, reflected in sustained high quality output, level of innovation, impact on subject and recognition.
  - An excellent and sustained record of peer reviewed research publications.
- Successful and sustained supervision of doctoral students to completion.
- Substantial and sustained research income generation, e.g. through research grants, contracts, research consultancy or other external funding.

### Teaching

An excellent teaching profile and performance in terms of both impact and quality. The teaching quality must also be demonstrated to be informed by an appropriate level of scholarship. There should be evidence of success under the following headings:

- Successful and sustained use of a range of appropriate teaching methods, and assessment strategies that promote high quality learning, including learning that is flexible, distinctive and current and stimulates learners' natural curiosity.
- Significant and sustained contribution to one or more of the following: strategic development of new programmes, approaches to learning, the development of learning resources.
- High quality and sustained contributions to fostering excellence in teaching activities more widely, i.e. in the Department/School or College and/or externally.

- Mentoring and expert advice which develops the skills of colleagues in teaching and in fostering learning.

#### Management/ Administration

The role-holder should demonstrate significant achievement in management and administration-related activities, which may include leadership of activities/initiatives. There should be evidence of success under the following headings.

- Successful and sustained performance in significant administrative/managerial role (s) (e.g. exams officer).
- Significant and sustained high quality innovative contributions to the management/administration of the Department/School/College or University.
- Successful and sustained contribution to the corporate life of the School/College/University, displaying willingness to contribute actively to committees, collaborative teaching and administrative tasks.