

**JOB DESCRIPTION**

 Lecturer in Management and Organisation Studies

**Vacancy Ref:** \*\*\*\*

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| **Job Title:**  Lecturer in Organisation, Work and Technology | **Present Grade:** 7/8 |
| **Department/College:** Organisation, Work and Technology |
| **Directly responsible to:** Head of Department |
| **Supervisory responsibility for:** n/a |
| **Other contacts**  |
| **Internal**  Students, Academic, Support & Research staff within the Department of Organisation, Work and Technology; Staff across the Faculty of Management; Academic and Support staff across the University. |
| **External:**  Academic Community, Corporate, Public and Third Sector Organisations, Funding Bodies, Research Councils. |
| Major Duties: **Research** 1. To actively develop the research capacity that complements or expands on existing strengths in the department.
2. To undertake high quality research and pursue refereed publications in top- tier international journals.
3. To be active in the pursuit of external research funds.
4. To help in enhancing the visibility of the Department (e.g., through attending and presenting at major national and international conferences and through undertaking conference organisation activities, where practicable).
5. To contribute regularly to Departmental seminars, discussion groups and collaborative research groups.

**Teaching** 1. To contribute to the Department’s high-quality teaching at both undergraduate and masters levels.
2. To undertake the supervision of final-year undergraduate and masters projects.
3. To lead the development of new undergraduate or masters programmes and modules.

**Engagement**1. To lead the development / ongoing relationships of specialist CPD provision, where appropriate.
2. To be alert to external engagement opportunities associated with research and to capitalize upon such opportunities, where appropriate.

**Administration** 1. To contribute willingly and enthusiastically to the day-to-day running of the Department.
2. To effectively undertake a significant Department-wide administrative role.
3. To attend Departmental meetings and planning meetings and to contribute to student recruitment activities (e.g., UCAS visit days).

**Research Supervision** 1. To demonstrate leadership in doctoral research supervision (e.g., by co- supervising with less experienced colleagues)
2. To seek internal and external research funding to support studentships.
3. To provide mentoring support for junior colleagues.

**Other** 1. To undertake other duties appropriate to the grade and position, particularly serving on Faculty and University Committees.
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