

**JOB DESCRIPTION**

 Lecturer in Management and Organisation Studies

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

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| **Job Title:**  Lecturer in Organisation, Work and Technology (Teaching & Scholarship) | **Present Grade:** 7 |
| **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, and relevant Funding Agencies. |
| Major Duties: **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.

**Scholarship** 1. To actively develop scholarship projects around teaching, such as different pedagogical approaches, teaching delivery, online teaching, etc. that complements or expands on existing strengths in the department.
2. To be active in applying and disseminating the outcome of teaching scholarship projects to enhance student experience and the quality of teaching delivery of the department.
3. To publish teaching oriented scholarly work as book chapters, case studies, journal articles, contributions to professional magazines, etc.
4. To help in enhancing the visibility of the Department (e.g., through attending and presenting at major national and international conferences on education, teaching, and learning).
5. To contribute regularly to Departmental teaching forum, seminars, discussion groups and collaborative teaching groups.

**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.
3. To engage with relevant accreditation bodies such as CIPD and the Tech Partnership

**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).

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