Associate Lecturers and Lecturers (Teaching and Scholarship) In Management

The York Management School

Closing date: 31 August 2018
Interview date: TBC
Vacancy reference: 6889
INTRODUCTION

Due to continued expansion of our campus-based teaching activities plus our upcoming roll out of online learning programmes, The York Management School (TYMS) is seeking to appoint a number of part-time lecturers (teaching and scholarship) in Management.

The posts will be part-time, working primarily during term times and as such may be attractive to candidates seeking a post that provides flexibility; for example, people with caring responsibilities or those who might want to combine a role in the private sector with some work in a university.

We are interested in hearing from people from a variety of backgrounds with expertise in disciplines such as Strategy, Marketing, Operations, Accounting, Finance, HRM and International Business and Organisational Studies. What is important is that you are capable of inspiring and enthusing students. You will be collegiate and committed to enhancing the student experience.

Posts are available at both grade 6 (Associate Lecturer) and grade 7 (Lecturer) dependent upon experience. Associate Lecturer posts require a demonstrable capacity to teach as a member of a team in a developing capacity within established programmes of study. Lecturer posts require considerable teaching and scholarship experience, and a proven ability to engage and take responsibility for teaching and learning at a university level.
Main purpose of the role

- To lecture, lead seminars, tutorials and other forms of undergraduate and postgraduate teaching
- To apply appropriate teaching techniques and material which create interest, understanding and enthusiasm amongst students
- To mark coursework and exams, providing constructive feedback to students
- Where appropriate contribute to online learning delivery and assessment
- Where appropriate to supervise student projects
- Where appropriate to provide personal supervision to students, advising them on study skills and helping with learning problems

Key responsibilities

(Role holders will be required to undertake some or all of the duties below)

Teaching and Promotion of Learning

- To support the teaching objectives of the department by delivering teaching through allocated lectures, tutorials and other forms of undergraduate and postgraduate teaching. Set and mark coursework and exams, providing constructive feedback to students.
- To develop, with guidance, own teaching materials, methods and approaches.
- To revise, where appropriate, existing modules in terms of content, structure, method of assessment.
- To ensure that course design and delivery comply with the quality standards and regulations of the University and department.

Administrative and support responsibilities

- To provide – with mentoring - supervision to students, giving advice on study skills and helping with learning problems.
- To supervise student projects and, where appropriate, placements.

Involvement in scholarship and development

- To investigate innovative teaching, learning and assessment methods in the sector, and apply to lecture and seminar delivery
Main purpose of the role

- To lecture, lead seminars, tutorials and other forms of undergraduate and postgraduate teaching.
- To assist in the ongoing development of modules in terms of design, content, structure, forms of delivery and assessment.
- To develop and apply innovative and appropriate teaching techniques and material which create interest, understanding and enthusiasm amongst students.
- To mark coursework and exams, providing constructive feedback to students.
- To undertake effectively a range of administrative responsibilities as required.
- Where appropriate contribute to online learning delivery and assessment.
- Where appropriate to supervise student projects.
- Where appropriate to provide personal supervision to students, advising them on study skills and helping with learning problems.

Key responsibilities

(Role holders will be required to undertake some or all of the duties below)

Teaching and Promotion of Learning

- To support the teaching objectives of the department by delivering teaching through allocated lectures, tutorials and other forms of undergraduate and postgraduate teaching.
- To set and mark coursework and examinations, providing constructive feedback to students.
- To ensure the quality of the design of existing teaching content, continually monitoring, evaluating and revising them to ensure excellence and coherence, identifying areas where current provision is in need of revision or improvement.
- To develop teaching and learning activities in the department and deliver teaching across a range of modules and to all levels, through lectures, tutorials, practicals and seminars.
- To oversee, develop and promote innovative teaching and learning approaches and material, which create interest, understanding and enthusiasm amongst students.
- To ensure that teaching design and delivery comply with the quality standards and regulations of the University and department.

Administrative and support responsibilities

- To act as internal examiner for undergraduate and postgraduate students.
- To supervise directly students, students’ projects, and academic activities. To identify the learning needs of students and define learning objectives.
- To contribute to planning and teaching design across a range of modules and to the administration and management of teaching programmes.
- To undertake various administrative responsibilities as requested by the Head of Department or nominee.

Involvement in scholarship and development

- To investigate innovative teaching, learning and assessment methods and techniques in the sector, and pedagogic research generally, bringing new insights to the department.
- To disseminate excellent teaching practices within the York Management School.
## PERSON SPECIFICATION—ASSOCIATE LECTURER

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
</tr>
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<tbody>
<tr>
<td>Postgraduate degree in management or equivalent experience</td>
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<tr>
<td>Appropriate academic professional and teaching qualification or a willingness to undertake training</td>
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</tr>
<tr>
<td>PhD in management related discipline</td>
<td>Desirable</td>
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### Knowledge

Detailed knowledge in management related discipline(s) sufficient to develop teaching and provide relevant learning support to students across different levels of academic ability

### Skills, abilities and competencies

- Highly developed communication skills to engage effectively with a wide-ranging audience, both orally and in writing, using a range of media  
  
- Ability to deliver teaching material either across a range of modules or within a subject area  
  
- Ability to supervise the work of students, provide advice on study skills and assist with learning problems  
  
- Ability to manage and deliver own teaching  
  
- Ability to plan, manage, organise and assess own teaching contributions  

### Experience

- Experience in teaching and learning in HE at undergraduate and/or postgraduate level or in an evidenced similar context  
  
- Experience of using different delivery techniques to enthuse and engage students or professional audiences  
  
- Evidence of successful planning for delivery of teaching material  

### Personal attributes

- Attention to detail and commitment to high quality  
  
- Initiative and judgement in applying appropriate approaches to teaching, learning support and scholarly activities  
  
- Collaborative ethos  
  
- Positive attitude to colleagues and students  
  
- Willingness to work proactively with colleagues in other work areas/institutions  
  
- Ability to plan and prioritise own work in order to meet deadlines  
  
- Commitment to personal development and updating of knowledge and skills
# PERSON SPECIFICATION - LECTURER (TEACHING AND SCHOLARSHIP)

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## Knowledge

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<tr>
<td>Extensive knowledge in management-related discipline(s) to design &amp; develop modules and teaching programmes and the provision of learning support across different levels of academic activity</td>
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<td>Knowledge of a range of teaching techniques and methodologies</td>
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## Skills, abilities and competencies

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<td>Ability to innovate in teaching and learning, e.g. through the development of teaching materials</td>
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<td>Ability to teach at any level within area of expertise, and across a range of subjects at a more introductory level, and demonstrate enthusiasm and commitment in the process of teaching</td>
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<td>Ability to present specialist material in a logical, coherent and interesting manner, both to students and to fellow specialists</td>
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<td>Ability to supervise the work of students, provide advice on study skills and assist with learning problems</td>
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## Experience

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<td>Experience of using different delivery techniques to enthuse and engage students</td>
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<td>Evidence of successful planning and teaching design across a range of modules</td>
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<td>Evidence of lecturing, leading seminars, tutorials and other forms of undergraduate and postgraduate teaching</td>
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## Personal attributes

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<tr>
<td>Attention to detail and commitment to high quality</td>
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<td>Displays creativity, initiative and judgement in applying appropriate approaches to teaching, learning support and scholarly activities</td>
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<td>Collaborative ethos</td>
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<td>Positive attitude to colleagues and students</td>
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<td>Willingness to work proactively with colleagues in other work areas/institutions</td>
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Since its inception in 2006, the York Management School (TYMS) has grown rapidly, and these appointments are part of wider plans for supporting further expansion. The school positions itself within the 1963 founding principles of the University of York which are excellence, equality and opportunity for all. To achieve this, the school emphasises ethical and sustainable approaches to management and an appreciation of the benefits of diversity.

There are over 1250 students in the School with circa 800 undergraduates studying on three and four year degrees and 450 taught postgraduates studying on our one year masters programmes. The School runs teaching programmes at undergraduate, postgraduate and doctoral level. There are undergraduate degrees in; Accounting, Business Finance and Management, Management, Actuarial Science and Marketing. The Masters Programme has taught degrees in Global Marketing, Accounting and Financial Management, Management, Management with Business Finance, Human Resource Management, and International Business and Strategy. We have just launched three online MSc programmes in; International Business, Leadership and Management, Innovation, Leadership and Management, and Finance, Leadership and Management. Joint Masters degrees are run with the University’s departments of Sociology, Politics and Environment. We have high levels of student satisfaction at both Undergraduate and Postgraduate levels and we highly value our friendly and student-oriented approach with increasing focus on placements and employability.

We are a research intensive school. The University of York was ranked 14th overall in the UK Research Excellence Framework (REF) 2014. The proportion of our research of world-leading 4* status was among the highest of any UK University and York was rated tenth out of 122 higher education institutions for the impact of our research. TYMS achieved an overall GPA of 2.87 in the REF 2014 and 50% of our impact was ranked as 4*. Colleagues in the school successfully bid for approximately £4m of RCUK funding as Principal Investigators in 2016, and a number of our faculty have established records of publishing in CABS 4-ranked journals.
THE DEPARTMENT

The School’s objective is to produce distinctive, challenging, high quality, policy and practice-relevant research and scholarship embedded within relevant theory. We particularly value interdisciplinary research and there is considerable research activity involving staff from a variety of subject groups and other departments in the university.

The School currently has approximately 53 doctoral students, some of whom are employed as Graduate Teaching Assistants. The PhD programme is recognised by the ESRC for Research Training. It is an active member of doctoral training networks in the north of England and in particular is a member of the White Rose consortium that includes the Universities of York, Leeds and Sheffield.

We place considerable emphasis on helping our staff to develop their teaching and research expertise, and staff have access to extensive training and development opportunities. The School is currently housed in the new award winning Campus East development and will be moving to a larger new building in the heart of our campus to accommodate its growth plans.
THE UNIVERSITY

Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2018 it is the home of more than 17,000 students across more than 30 academic departments and research centres. Since opening over fifty years ago, we have become one of the world's leading universities and a member of the prestigious Russell Group.

We are consistently recognised as one of the leading Higher Education Institutes and are ranked 16th in the Times & Sunday Times league table (2017). The University of York has won six Times Higher Education (THE) Awards and five Queen’s Anniversary Prizes.

The University is proud of its association with Athena SWAN, holding 12 awards in support of gender equality, representation and success for all, with gold awards for Chemistry and Biology and a University-wide bronze award.

Of 154 universities that took part in the Research Excellence Framework (REF) in 2014, The University of York ranked 14th overall and 10th for the impact of our research. The University is consistently in the top ten UK research universities and attracts over £60m a year of funding from research alone.

Our vision is to make the University of York a world leader in the creation of knowledge through fundamental and applied research, the sharing of knowledge by teaching students from varied backgrounds and the application of knowledge for the health, prosperity and well-being of people and society.
Attractive workplace

Centred around the picturesque village of Heslington on the edge of the city of York, our colleges are set in an attractive landscaped campus. York enjoys a safe, friendly atmosphere with facilities including bars, shops, theatres and concert halls all within easy walking distance.

The University has undergone an unprecedented period of expansion and renewal since 2000. We have invested in twenty new buildings on the original campus and have completed the first and second phases of a £750m campus expansion. Our investment in new colleges, teaching and learning spaces, laboratories, research facilities and a new sports village mean there has never been a better time to join us.

During this period of change we’ve worked hard to retain our friendly, informal and collegiate atmosphere, which is important to our core values of inclusivity and interdisciplinarity.

We have a thriving international community and are committed to providing staff moving to York with as much support as possible through our Relocation Package and Welcome Officers.

The University is committed to promoting a diverse and inclusive community - a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff engagement forums, campus facilities and services to support staff from different backgrounds.

For further information please visit our employee benefit pages.
THE CITY AND THE REGION

The City of York

Internationally acclaimed for its rich heritage and historic architecture, York’s bustling streets are filled with visitors from all over the world. Within its medieval walls you will find the iconic gothic Minster, Clifford’s Tower and the Shambles - just a few of the many attractions.

But York isn’t just a great place to visit - it’s also a great place to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city.

Visit [www.visityork.org](http://www.visityork.org) for more information on the city of York

Shopping, culture and entertainment

York boasts specialist and unique boutiques but also all the high street stores on its busy shopping streets. Alongside them you will find cinemas, theatres, an opera house, art galleries, a vast range of restaurants, live music venues and clubs. York is particularly renowned for its multitude of pubs and bars, from the modern to the medieval.

Housing and schools

Whether you choose to live close to the city, in one of the surrounding villages or further afield, you will find a wide range of housing within comfortable distance of York and the University. For families, the area has a range of excellent schools both in the state and independent sector.

Great location

York is one of Britain’s best-connected cities. Halfway between London and Edinburgh on the East Coast mainline, on intercity trains you can reach London King’s Cross in less than two hours and Edinburgh in two and a half hours. York is also well served by road links, and it is easily accessible from the A1, M1 and the M62.

For those travelling from overseas, Manchester Airport is two hours away and Heathrow Airport just three and a half. Flights from nearby Leeds Bradford Airport provide easy access to mainland Europe. By Eurostar from London St Pancras, Paris is just over six hours away.

Yorkshire

The Lonely Planet guide recently declared Yorkshire the third best region in the world to visit. There is something to cater to every taste, whether it be the rugged landscapes of the Moors or the Dales, the picturesque seaside towns of Scarborough and Robin Hoods Bay, the gothic architecture of Whitby or the vibrancy of cosmopolitan Leeds.
Apply online

- Go to https://jobs.york.ac.uk
- Find this job using reference 6889
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 31 August 2018.

What will I need?

You will need to upload:

- your CV
- a letter describing how you meet the requirements of the job

If you are applying for the Associate Lecturer (grade 6) you will also need details of 2 referees.

If you are applying for the Lecturer - Teaching and Scholarship (grade 7) you will also need details of 3 referees.

Help and assistance

Direct any informal queries to Philip.linsley@york.ac.uk

If you have any questions about your application, contact the HR Services team:

recruitment@york.ac.uk

+44 (0)1904 324835