

University of Greenwich

JOB DESCRIPTION

Job Title:	Lecturer/Senior Lecturer In Human Resource Management And Organisational Behaviour	Grade:	AC2 (Spine Point 30-35) /AC3 (Spine Point 36-43)
Department:	Human Resources and Organisational Behaviour	Date of Job Evaluation:	June 2017
Role reports to:	Head of Department		
Direct Reports	None		
Indirect Reports:	None		
Other Key contacts:			
This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.			

PURPOSE OF ROLE:

- This post is intended for those who wish to develop an academic career conducting quality research and teaching on postgraduate and undergraduate programmes in the area of human resource management and/or organisational behaviour. The post is based in the Department of Human Resources and Organisational Behaviour in the Business Faculty, University of Greenwich, London, UK.
- The person appointed will be expected to contribute to existing teaching and help in the development of new courses. There is a strong emphasis on, and support for, research and enterprise activity, including participation in projects jointly launched by other members of the Department and Faculty.

KEY ACCOUNTABILITIES:

Team Specific:

- To work with a team of other academics to deliver high quality teaching to a diverse range of students.
- To work with other academics on specific research topics aligned to the individual's research interests.
- To work with other academics on the development of research bids.
- To work with other academics on the development of new courses and programmes in the department's discipline areas.
- To work with other academics and the administrative teams to deliver excellent student care.

Generic:

Teaching and Professional Practice

- To undertake teaching in human resource management and/or related specialisms as determined by the Head of Department, to supervise undergraduate and postgraduate dissertations, MPhil and PhD theses as required, to keep abreast of developments within this discipline and seek continuous improvement of their professional practice.

University of Greenwich

Scholarship and Consultancy

- To maintain high professional standing in their discipline and to develop further their own scholarly profile, including a programme of high quality research, disseminated primarily in refereed academic journals.

School and University Systems

- To efficiently implement approved policies, guidelines and standard operating procedures in relation to their academic duties, including the maintenance of student records, course co-ordination, personal tutoring and assessment.

Student Care

- To maintain an overview of the welfare, progression, examination and assessment of allocated students. Take an active role in developing students' employability skills.

Managing Self

- Maintain a professional presentation of self at all times through effective communication skills, good time management and caring attitude to students. Ability to work effectively and deliver under pressure.

Core Requirements

- Commitment to key strategic priorities of the School and University
- Mobility within the SE London area and North/North East Kent, as the School may offer continuous professional development courses at other University Campuses and/or on an in-company basis
- Adhere to and promote the University's Equality and Diversity policies
- Ensure compliance with Health & Safety regulations
- Support and promote the University's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible.

Additional Requirements:

- N/A

KEY PERFORMANCE INDICATORS:

- Performance Indicators will be established in consultation with the Head of Department as part of the post-holder's annual Appraisal and Professional Development Review.

KEY RELATIONSHIPS (Internal & External):

- Academic colleagues
- Head of Department
- School administrative staff
- Research community in area of subject specialism
- Teaching community in areas of best practice
- Practitioners in subject specialism

University of Greenwich

PERSON SPECIFICATION	
Essential	Desirable
<p>Experience</p> <ul style="list-style-type: none"> • Specialist knowledge able to contribute to teaching and research in human resource management/organisational behaviour • Published research and other scholarly activities in these fields or a related discipline. <p>Qualifications</p> <ul style="list-style-type: none"> • PhD in related area, or near-completion • Masters in a related area • PGCE (or equivalent, including HEA qualifications) or willingness to work towards one <p>Skills</p> <ul style="list-style-type: none"> • Well-developed interpersonal skills and ability to motivate others • Well-developed communication skills • Well-developed organisational skills • Well-developed IT skills <p>Personal attributes</p> <ul style="list-style-type: none"> • We are looking for people who can help us deliver the values of the University of Greenwich: Excellence, Determination, Inclusivity, Ambition and Creativity 	<p>Experience</p> <ul style="list-style-type: none"> • Teaching all or a significant part of a course. • Experience of providing pastoral care to students • Experience of curriculum development • Bidding for and/or managing research projects <p>Qualifications</p> <ul style="list-style-type: none"> • Teaching qualification <p>Skills</p> <ul style="list-style-type: none"> • N/A <p>Personal attributes</p> <ul style="list-style-type: none"> • N/A