



**UNIVERSITY OF LINCOLN
JOB DESCRIPTION**

JOB TITLE	Senior Lecturer in Operations and Logistics Management				
DEPARTMENT	Management, Lincoln International Business School				
LOCATION	Lincoln, Brayford Campus				
JOB NUMBER	SB140	GRADE	8	DATE	August 2020
REPORTS TO	Head of Department, Management				

CONTEXT

The University of Lincoln is an ambitious institution becoming a top 50 University in the UK. Its strategy is to combine outstanding research with research-engaged teaching and learning, and practice useful to the wider community. This post is located within Lincoln International Business School, one of four Colleges within the University. The Business School, located on the stunning modern campus in the heart of the historic city of Lincoln, is culturally diverse, internationally minded, and committed to providing an educational experience that enhances employability and enables people and businesses to create successful and responsible futures.

Continued success reflects the academic community, its values and collegiate working. High quality undergraduate programmes are evolving to enhance research-engaged education; following the established 'Student as Producer' teaching and learning strategy. We have a portfolio of Master's level programmes attracting international, UK and European students. The School is expanding its external income generation through corporate, executive and professional programmes including online and apprenticeship provision, as well as through funded research, consultancy and international student recruitment.

The Department of Management is home to a wide range of programmes and subject discipline areas including; Human Resource Management, Business Strategy, Leadership, Organisational Behaviour and Organisational Psychology, Operations Management, Logistics, Supply Chain and Entrepreneurship. Our approach to education is firmly rooted in academic scholarship and the social sciences. We welcome applications from those with professional practice as well as those from active research backgrounds. Undergraduate programmes include; Business and Management, Business Studies, Enterprise Development and International Business Management. Our postgraduate programmes include; Operations Management and Logistics, Management, International Business and a number of MBA routes. We also have a vibrant postgraduate research student community with a growing number of PhD candidates.

For this is post we are seeking candidates able to teach in the areas of Operations Management, Logistics and Supply Chain Management

JOB PURPOSE

General

To work with colleagues on curriculum development and the advancement of relevant discipline areas within the University.

To deliver teaching over a range of modules within an established programme.

To undertake student tutoring and support.

To contribute to the research profile of the team and Department.

To carry out a limited number of additional activities in support of the academic work of the department.

Specific to this post upon appointment:

The successful applicant will join the academic team in the Department of Management. You will be a student-centred team player who can contribute to postgraduate and undergraduate teaching on our existing programmes; more details of which can be found on the University website. You will be expected to lead modules in within your area(s) of expertise relevant to our curricula and take on dissertation supervision at undergraduate and postgraduate levels.

You will be expected to be flexible in your approach to teaching and learning. This may include delivering both face to face and online teaching, for which flexible working arrangements may be agreed. Applicants should have the ability to work both from home and in Lincoln as may be required. You may also need to show flexibility in your pedagogic approach to meet the needs of different modules and different learners.

KEY RESPONSIBILITIES

The responsibilities of a Lecturer are wide ranging and may change over time according to the development needs of the department and the individual. In general a Lecturer can expect to undertake any of the following:

Teaching and Learning Support

- To engage in teaching on undergraduate and/or postgraduate level programmes as determined by the Head of Department. The range of teaching duties may change from time to time.
- Take responsibility for the design, content and delivery of specific areas of teaching and learning and for the quality of teaching delivered.
- Ensure that teaching content is appropriately informed by current research and advanced scholarly activity.
- Collaborate with colleagues in the continuous review and development of the Department's programmes.
- Work in accordance with University policies and procedures to undertake assessment of students' work and give feedback.

Scholarly Activity and Professional Practice

- Conduct individual and / or collaborative scholarly and / or professional practice projects.
- Identify sources of funding and contribute to the projects of securing funds for own scholarly activities, where appropriate.
- Extend, transform and apply knowledge acquired from scholarship and professional practice to teaching and appropriate external activities.
- Work with Professional bodies or relevant industry contacts to develop student or educational contract opportunities for the School/Department.
- Work with colleagues in the School/Department to develop relevant activities to enhance the income and reputation of the School/Department and University.
- Develop relevant bids and tenders to enhance programmes and modules for organisations.
- Develop consultancy activities with partners in relevant organisations.
- Engage in subject professional and pedagogy research as required to support teaching activities and contribute towards the priorities of the School and / or College.
- Ensure that outcomes of scholarly activity and/or professional practice are appropriately disseminated in peer reviewed outlets.
- Supervise and manage projects, if required.

Liaison and Networking

- Establish contacts within the wider community; disseminate knowledge through public activities which enhance the reputation of the School or College.
- Participate in academic activities with industry and other external partners.
- Maintain and develop links with relevant professional bodies and academic groups.
- Represent the School or College on appropriate external bodies
- Take part in relevant internal boards, committees and working groups at College or University level as required.
- Liaise with subject librarians, central timetabling and other services to ensure resources available are appropriately deployed.

Team Working

- Act as a responsible team member, leading modules or programmes and co-ordinating the work of others to identify and respond to student needs. Although at this level this would not normally be expected for large or complex programmes, such as those involving split sites, or significant cross teaching.
- May be expected to supervise the work of others and/or participate in peer observation of teaching. At this level significant resourcing and staffing issues identified would be expected to be dealt with at a higher level.

Student Support

- Act as academic tutor to students as allocated by the Head of Department and act as first line contact for them for advice and support on academic matters, ensuring that students are directed to relevant support services when necessary.
- Take part in the supervision of research degree students as appropriate.
- Supervise student projects and placements as appropriate.

Citizenship

- Contribute, as required to the wider mission and reputation of the University with active involvement in activities contributing to general university life e.g. open days, student activities, alumni events and delivery of outreach activities e.g. school visits, local community activities.
- Where appropriate, active participation in committees/groups contributing to university life e.g. health and safety, customer service, equality diversity and inclusivity, sustainability and working groups.
- Engage in appropriate training programmes in the University, actively follow and promote University policies and participation in the staff appraisal scheme.
- Where appropriate help contribute towards the future development of the University and support the University's wider social, cultural and economic development of our region, our 'civic' mission with engagement and/or leadership of external partnerships contributing to the civic mission of the University. Participation in external activities such as volunteering, cultural activities, community activities.

In addition to the above, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.

ADDITIONAL INFORMATION

Key working relationships/networks	
Internal	External
<ul style="list-style-type: none">• Head of Department• College Senior Academic Managers• Departmental academic, administrative and technical staff• Support Services Staff	<ul style="list-style-type: none">• Relevant academic and professional groups• Relevant national, regional and international networks• External examiners



**UNIVERSITY OF LINCOLN
PERSON SPECIFICATION**

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LINCOLN

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Selection Criteria	Essential (E) or Desirable (D)	Where Evidenced Application (A) Interview (I) Presentation (P) References (R)
Qualifications:		
Relevant honours degree or equivalent	E	A
Working to or having completed a PhD in relevant discipline or equivalent through demonstrated record of practice and professional achievement.	E	A
HE teaching qualification (HE PGCE or HEA fellowship) OR a commitment to complete one	E	A
Experience:		
Relevant teaching in Higher Education OR relevant professional experience	E	A/I
Curriculum development	D	A/I
Development and innovation of teaching and learning methods	D	A/I
Effective use of digital learning management systems	E	A/I
Interdisciplinary work relevant to the Department	D	A/I
Research interest in teaching and learning development	D	A/I
Undertaking subject, professional and pedagogy research to support teaching activities	E	A/I
Conducting individual or collaborative scholarly or professional practice based projects	E	A/I
Skills and Knowledge:		
Depth and breadth of subject understanding	E	A
Evidence of continuing professional development	E	A/I
Knowledge of Higher Education	D	A/I
Ability to teach and assess across the range of taught levels offered	E	A/I
Ability to contribute to curriculum development	E	A/I
Ability to support students in their study through academic counselling	E	A/I
Ability to supervise student projects, field trips and placements	E	A/I
Ability to work on own initiative	E	A/I
Excellent written and verbal communication skills	E	A/I
Good organisational and time management skills	E	I
Competencies and Personal Attributes:		
Enthusiasm and commitment	E	I
Team working	E	I
Flexibility and adaptability	E	I

Essential Requirements are those, without which, a candidate would not be able to do the job. **Desirable Requirements** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Author	JS	HRBA	PC
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