Job Related Information

This document includes information about the role for which you are applying and the information you will need to provide with your application.

1. Role Details

<table>
<thead>
<tr>
<th>Vacancy reference:</th>
<th>13712</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job title:</td>
<td>Senior Lecturer/Lecturer in Management</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Head of Department for Public Leadership and Social Enterprise</td>
</tr>
<tr>
<td>Salary:</td>
<td>£39,324 to £55,998</td>
</tr>
<tr>
<td>Terms and conditions:</td>
<td>Academic</td>
</tr>
<tr>
<td>Grade:</td>
<td>AC3/4</td>
</tr>
<tr>
<td>Duration of post:</td>
<td>3 year fixed term contract</td>
</tr>
<tr>
<td>Working hours:</td>
<td>Full time</td>
</tr>
<tr>
<td>Location:</td>
<td>The Open University campus</td>
</tr>
<tr>
<td></td>
<td>Milton Keynes, UK</td>
</tr>
<tr>
<td>Closing date:</td>
<td>Midday on Friday, 21 July 2017</td>
</tr>
<tr>
<td>Type of application form accepted:</td>
<td>Electronic (short application form, CV and covering letter)</td>
</tr>
<tr>
<td>Number of referees required:</td>
<td>Three</td>
</tr>
<tr>
<td>Unit recruitment contact:</td>
<td><a href="mailto:fbl-recruitment@open.ac.uk">fbl-recruitment@open.ac.uk</a></td>
</tr>
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</table>
2. Summary of duties

We are looking to appoint a Senior Lecturer/Lecturer in Management to The Open University Business School in the Department for Public Leadership and Social Enterprise. More detail about the department is given below through the web links provided.

The appointees would be expected to participate in a range of activities and modules, either subject specific or cross-disciplinary. Candidates should have a good research track record and the motivation to maintain a continuing research contribution in the research areas of the department.

We are particularly looking for candidates who can contribute to teaching in the areas of:

- Enterprise and entrepreneurship (including but not limited to social enterprise), and/or
- Business ethics, corporate social responsibility and sustainability

We welcome applications from candidates with who can contribute to any of the research areas covered by the department:

- Social enterprise and entrepreneurship
- Leadership and management in the public or voluntary sector
- Inter-organisational collaboration
- Business ethics, corporate social responsibility and sustainability

You will have excellent communication and inter-personal skills. You will also have experience in innovative ways of working alongside an ability and willingness to work in non-standard ways. In addition, you will have experience of or an interest in practice-based pedagogy, blended and online teaching and learning and action learning.

The successful candidate will be required to:

- contribute to undergraduate and postgraduate degrees by working on the development and presentation of one or more of our modules;
- conduct research which will enhance the research profile of the Business School and the Department;
- contribute to the development of tutors and support of students;
- be responsive to multimedia developments within the OU;
- play a full part in the academic life of the Business School, which is located on The Open University’s Walton Hall campus in Milton Keynes; and
- serve as requested on Business School, Faculty and OU committees.

3. Person specification

**Education, qualifications and training**

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<tr>
<th>Essential:</th>
<th>Desirable:</th>
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<tr>
<td>Good academic qualifications in business and management related area(s).</td>
<td>Fellowship of the Higher Education Academy or PG CERT.</td>
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<tr>
<td>A doctorate in business and management or a related social science (candidates who are close to gaining a doctorate may be considered).</td>
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### Knowledge, work and other relevant experience

#### Essential:
- An emerging research record evidenced by some existing publications.
- A commitment to conducting high quality research, evidenced by current and/or planned projects, a pipeline of relevant research outputs, and/or evidence of applying for external funding.
- An ability and willingness to contribute to the research culture of the department and the faculty.
- Clear evidence of the capability to structure and write teaching materials in an accurate and accessible manner.
- An interest in on-line teaching and virtual learning environments.
- Experience of teaching HE students face-to-face.

For SL:
- A record of high quality research publications, suitable for submission for REF 2021.
- Experience of, and aptitude for, academic leadership.
- Evidence of writing high quality bids for research funding.
- Experience of research supervision at Masters and/or PhD level.
- A thorough grasp of current national and international developments in HE and business and management education.

#### Desirable:
- Experience in online distance education is highly desirable.
- Experience of academic module design and development.
- International teaching experience.
- Experience of working as a manager or a professional.
- Evidence of innovative approaches to pedagogy demonstrated through teaching experience in HE in business and management related areas.

For SL:
- Evidence of international research collaboration.
- Evidence of external engagement activity.
- Evidence of research impact.
- A record of inter-disciplinary working in teaching and/or research.

### Personal abilities and qualities

#### Essential:
- Computer literacy and ICT competence.
- Flexibility, resilience and a team player, but also capable of taking responsibility for team leadership and for working independently.
- Excellent communication skills, oral, written and electronic.
- Professionalism as a colleague and proven track record of working with others as a member of a team.
• Contributing to the general academic and professional life of the Faculty, University and wider academic community, including committee and representational roles if appropriate.
• The ability to work to tight deadlines.

For SL:
• Ability to network effectively within and across institutions sharing, for example, good practice in teaching and learning scholarship or working in cross-institutional research teams.

Desirable:
• Experience of using ICT and VLE in teaching and learning.
• Evidence of taking a leadership role in teaching.
• Evidence of working as a distance learning tutor.
• Experience of teaching international students.

Additional requirements/Special circumstances

Essential:
• A commitment to, and understanding of, equal opportunities.
• A commitment to distance learning and the need for supporting students from a wide range of backgrounds.
• Ability to travel throughout the UK and Internationally.
• Willingness to work occasional evenings and weekends.

4. Role specific requirements e.g. Shift working

None

5. About the unit/department

Faculty of Business and Law
The Faculty of Business and Law is one of the four faculties of The Open University. It brings together two Schools – The Open University Business School and The Open University Law School – and has a strong reputation as a high-quality and innovative provider of management and legal education. Our courses and qualifications are studied by a wide range of people from all backgrounds – we are proud to promote opportunity and social justice by making higher education open to those unable to attend a more traditional campus-based university.

Student satisfaction is a high priority and we are determined to deliver the best outcomes for everyone studying with us. Our students return some of the highest satisfaction scores in the National Student Survey – they have ever since the NSS began.

Around 35,000 students are currently enrolled on our business, management and law programmes; about a quarter of them are based outside the UK in 80 countries. The majority of our students are employed and study part-time with us.
The Faculty employs around 130 academic staff, two thirds of whom are based at The Open University’s Milton Keynes campus and one third in the OU’s regional offices, aligned to the Faculty’s three Student Support Teams. The regional academics manage the Faculty’s 700 Associate Lecturers. Around 80 academic-related and administrative members of staff support the Faculty.

We are committed to developing our staff to achieve their full potential and offer a range of formal and informal training and development opportunities to support individual and Faculty objectives.

The Open University Business School

Founded in 1983, The Open University Business School holds a unique position as the leader in flexible, accessible and high quality business and management education. We are recognised for the quality of our programmes, the excellence of our teaching and the impact of our research. The School is one of an international elite group of institutions to have triple accreditation by EQUIS, AACSB and AMBA. We are also a member of the Global Business School Network – an organisation working with top international business schools to build management education capacity in the developing world.

The School has four cross-disciplinary academic departments: Strategy and Marketing; Accounting and Finance; People and Organisations; Public Leadership and Social Enterprise. Each department includes academics, visiting experts, research staff and postgraduate students. The result is a dynamic, collaborative approach to research and programme development that is engaged with the needs of commercial, public and third sectors in the UK and internationally.

Research within the Business School combines intellectual rigour and innovation with practical relevance. Its academics have substantial experience working jointly with organisations in all sectors of the economy and directing their findings to influence management thinking and practice. There is an active PhD programme with around 30 PhD students. Since first entering the Research Assessment Exercise (RAE) in 1996, The Open University Business School has increased its research capability significantly, with external awards from Economic and Social Research Council, Engineering and Physical Sciences Research Council, Design Council, European Union, the private sector and internal sources. The 2014 Research Excellence Framework (REF) results show the high quality of the research outputs and impact of the School’s research. The School ranked 34th overall placing it in the top third of UK Business Schools. For impact, the School was placed 16th overall, indicating not only the excellence of the research but also its influence and relevance to user communities in all areas from practice to policy.

The School offers a wide range of undergraduate, postgraduate, doctoral and executive education programmes. We also make a considerable amount of learning material available for free through The Open University’s own open educational resources platform OpenLearn and popular social media such as iTunesU and YouTube, and as part of FutureLearn – an (Open University owned) international university collaboration to bring online learning to a global audience.

Further information about The Open University Business School can be found at:
http://www.open.ac.uk/business-school/
6. How to obtain more information about the role or application process

If you would like to discuss the particulars of this role before making an application please contact Anja Schaefer by email anja.schaefer@open.ac.uk

If you have any questions regarding the application process please contact by email fbl-recruitment@open.ac.uk

7. The application process and where to send completed applications

<table>
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<tr>
<th>How to Apply:</th>
<th>Complete the short application form</th>
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<tr>
<td></td>
<td>The application form has been designed to give the information needed at this initial stage.</td>
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<tr>
<th>Covering letter</th>
<th>Write a covering letter indicating why you are interested in this post and how you believe your knowledge experience and skills meet the Person Specification.</th>
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<tbody>
<tr>
<td></td>
<td>Please use the essential and desirable items listed in the person specification as subtitles within your letter. In writing your letter, examine carefully the description of the role and analyse how your skills, knowledge and experience match with the requirements set out in the person specification.</td>
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<tr>
<td></td>
<td>Please pick out specific examples from your experience which clearly demonstrate that you have the particular knowledge and capabilities required in the person specification.</td>
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<tr>
<th>Curriculum Vitae (CV)</th>
<th>Please enclose an up to date CV with your application for employment. Please remove any information from your CV that might give an indication of your race, religion or belief, or sexual orientation, as these details are irrelevant to your application.</th>
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<tr>
<td></td>
<td>Decisions about short listing will be based solely on the information you provide on your application form and covering letter.</td>
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<tr>
<th>e-mail your application to:</th>
<th>Your completed application should be returned electronically to <a href="mailto:fbl-recruitment@open.ac.uk">fbl-recruitment@open.ac.uk</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Please ensure that your application reaches the University by:</td>
<td>Midday on Friday, 21 July 2017. Applications received after the closing date will not be accepted.</td>
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8. Selection process and date of interview

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<tr>
<th>The interviews will take place on:</th>
<th>Interviews are planned for week beginning 31 July 2017 at Milton Keynes but this date may be changed if operationally required. Please also note that occasionally there may be a need for second interview.</th>
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</table>
The selection process for this post will include Presentation.

We will let you know as soon as possible after the closing date whether you have been shortlisted for interview. Further details on the selection process will also be sent to shortlisted candidates.