



**UNIVERSITY OF LEEDS**

## **CANDIDATE BRIEF**

**Associate Lecturers – Dissertation Supervision, Work and Employment Relations Division, Leeds University Business School**



**Salary: Grade 7 (£33,797 – £40,322 p.a. pro rata)**

**Reference LUBSC1463**

**Part time, up to 50% of full time. Fixed-term from 16 March 2020 to 15 September 2020**

**We will consider job share and flexible working arrangements**

# **Associate Lecturers – Dissertation Supervision**

## **Work and Employment Relations Division**

### **Leeds University Business School**

**Do you have ability to motivate and inspire learners? Are you able to supervise and support students through a postgraduate dissertation? Do you have knowledge and experience in HRM, Management, Management Consulting, Sociology of Work and Employment, Work Psychology?**

The Work and Employment Relations Division are seeking to recruit highly skilled professionals to undertake dissertation supervision at both Postgraduate level for students participating in programmes on Human Resource Management and Management Consulting. You will be able to supervise student dissertations, as agreed. You will be joining a small team of Associate Faculty in the Work and Employment Relations Division.

The 50% of FTE is based on a workload of 15 student dissertations. Smaller allocations with resulting pro rata reductions hours can be agreed if desired. Training will take place in mid to late March, initial meetings with students will be arranged for the end of March, with regular (at least every three weeks) supervision meetings following from the beginning of summer term until the end of July, with further helpdesk activities to be arranged for August. Dissertations are handed in and then marked in September.

### **What does the role entail?**

As an Associate Lecturer –Dissertation Supervisor your main duties will include:

- Assisting students to formulate a deliverable research proposal, ensuring University and School procedures are followed;
- Supporting students in the operationalisation and writing up of the research and undertaking first marking. This will require regular meetings with the students every three weeks from late April to the end of July, reading draft material and responding to ad hoc support requests from students, plus operating a dissertation help desk support service for students in August;
- Liaising with the School's student education service team to support students in adhering to University requirements including fieldwork Health and Safety and Ethics procedures;



- Maintaining own continuing professional development;
- Actively following and promoting the University of Leeds policies, procedures and guidelines.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

## What will you bring to the role?

As an Associate Lecturer –Dissertation Supervisor you will have/be:

- Educated to degree level or equivalent in the particular area of interest (HRM, Management, Management Consulting, Sociology of Work and Employment, Work Psychology);
- Ability to supervise student dissertations in the area of interest;
- Ability to teach effectively at all levels and an enthusiastic approach to all aspects of teaching;
- Ability to work under pressure to meet deadlines;
- Ability to contribute effectively to administrative activities;
- A high level of interpersonal and communication skills;
- Evidence of the ability to work as a member of a team;
- Evidence of high levels of self-motivation;
- Ability to work effectively, responsibly, independently and under pressure.

You may also have:

- Hold or be close to obtaining a PhD in Management or Business or a closely related discipline;
- Experience of supervising student dissertations.

## How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.



## Contact information

To explore the post further or for any queries you may have, please contact:

### **Professor Andy Charlwood**

Tel: +44 (0)113 343 2384

Email: [a.charlwood@leeds.ac.uk](mailto:a.charlwood@leeds.ac.uk)

## Additional information

### **Working at Leeds**

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

### **Candidates with disabilities**

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at [disclosure@leeds.ac.uk](mailto:disclosure@leeds.ac.uk).

## Criminal record information

### **Rehabilitation of Offenders Act 1974**

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

