Faculty of Business
Management Division

Logistics, Information, Operations and Networks (LION) Subject Group & AIMTech Research Centre

Lecturer in Information Management
Associate Professor in Information Management

Leeds University Business School has built upon its rating of international excellence in the Research Excellence Framework, being ranked within the top 10 in the UK. Leeds University Business School is a full-service, research-intensive business school internationally recognised as world-class; differentiated by excellent links to other academic disciplines at Leeds, its global focus and leading-edge practice-based education. Our goal is to remain one of the leading nodes in Information Management and Information Systems scholarship globally and to expand the quantity, quality and reach of our work. As such, we maximise the research time available to research-active faculty and provide strong support and resources. Compensation is competitive with peer institutions, and we provide support for conferences and other research related expenses.

The successful candidate will join the Adaptation Information Management and Technology (AIMTech) Research Group. Their teaching responsibilities will fall with the Logistics, Information, Operations and Networks (LION) Subject Group of the Management Division of Leeds University Business School. Founded in 2002, AIMTech (Adaptation Information Management and Technology) is a highly active research group within the Business School. The group’s work is focused on the inter-relationship between new technologies, information management and organisational change. A prominent component of AIMTech’s activities is the on-going transfer of knowledge to both the public and the private sectors in areas which include public safety, local government and health. Work within the group is informed by Activity Theory, the use and development of which forms theoretical bedrock for most of our projects. The Logistics, Information, Operations and Networks Subject Group, part of the School’s Management Division, was established to advance operations, supply chain management and information management theories and practices.

As well as making a significant contribution to our research profile, the successful applicant will teach across all levels, providing research student supervision and contributing to research programmes. A PhD in Information Management, Information Systems or a closely related discipline is essential to the role.

We have introduced the title of Associate Professor for our grade 9 academic staff, which is equivalent to Senior Lecturer.
Further information about the Faculty is available using the following web link
www.business.leeds.ac.uk

University Grade 8 (£38,896 - £46,414 p.a.) or University Grade 9 (£47,801 - £55,389)

Informal enquiries may be made to Professor David Allen, LION Subject Group Leader, email da2@lubs.leeds.ac.uk or Professor Nigel Lockett Head of the Management Division, email N.Lockett@lubs.leeds.ac.uk

If you have any specific enquiries about your online application please contact the Faculty HR Team: jobs@lubs.leeds.ac.uk

Closing Date: 16 January 2016

Ref: LUBSC1074

Click here for further information about working at the University of Leeds www.leeds.ac.uk/info/20025/university_jobs
Job Description

Responsible to: Dean of Faculty
Reports to: Head of Management Division

For appointment as a Lecturer (Grade 8)

Main duties and responsibilities

- Be actively involved in research and contribute to the research profile of the Management Division and the AIMTech Research Centre
- Maintain a high quality record of regular publications in independently peer-reviewed journals to a high international level (equivalent to be listed as A and A- journals internationally, or 4* and 3* in the UK).
- Attract research income on an individual and collaborative basis
- Provide effective research supervision of postgraduate students
- Act as a referee and contribute to peer assessment on an occasional basis for appropriate journals and publications
- Take on external roles and responsibilities, which enhance academic standing, for example, membership of the Research Council
- Develop and deliver courses at undergraduate and postgraduate level, acting as Module Leader
- Maintain and enhance standards of student attainment at both undergraduate and postgraduate level
- Design, set and mark all coursework and written examinations for named modules, as well as contributing to the assessment and marking of other courses as required
- Contribute to the review of modules, programmes and quality assurance mechanisms
- Utilise innovative approaches to teaching and learning
- Contribute to the planning and development of modules
- Undertake teaching in the school
- Apply knowledge acquired from research to teaching
- Contribute effectively to the administrative process and committee structures of the school, and as appropriate the wider university
- Co-ordinate the work of other colleagues as appropriate
- Participate in the administration of the school’s programmes of study and other activities, as requested
- Act as a mentor to colleagues with less experience, as required
- Maintain own continuing professional development
- Actively follow and promote the University of Leeds policies, procedures and guidelines
• Carry out any other duties commensurate with the grade and purpose of the post as directed by Head of the Management Division
• Any other duties as may reasonably be required, consistent with the grade of the post

For appointment Grade 9

Main Duties and Responsibilities

General

• Be actively involved in research and contribute to the research profile of the Management Division and AIMTech Research Centre. Maintain a high quality record of regular publications in independently peer-reviewed journals to a high international level (equivalent to be listed as A and A- journals internationally, or 4* and 3* in the UK).
• Contribute to the development and achievement of university and faculty strategy within the context of an international, research-led university
• Be recognised as an authority in the field, developing and maintaining an external profile as appropriate to the discipline
• Maintain scholarly activity and keep up to date with developments in the field, as necessary to carry out the duties of the post
• Adhere to university values and standards, including the Leadership and Management Standard and in line with university policies and procedures and local faculty/ benchmarks as appropriate, upholding high professional standards and leading by example
• Be aware of and work in line with the university’s learning and teaching partnership agreement and work with our students as members of a learning community to provide world class education and an excellent student experience
• Maintain own continuing professional development
• Maintain a safe and healthy work environment, including ensuring compliance with health and safety legislation and the undertaking of appropriate risk assessments
• Integrate the university value of inclusiveness into all appropriate aspects of the job; respecting the dignity and diversity of all members of the university community and of visitors to the university

Research, Innovation and Impact

• Pursue, develop and lead research, innovation and impact at an appropriately benchmarked level
• Develop the strategic direction within own research area
Promote the integration of own research area with other research interests within and, as appropriate, outside the faculty
Maintain a high quality record of regular and original research publications of external standing as appropriate to the field or discipline
Attract research income on an individual and collaborative basis, as appropriate to the field or discipline, to underpin high quality research activity
Provide high quality postgraduate supervision and attract research students to the university
Take part in knowledge transfer activities, where appropriate and feasible

Teaching

Undertake research-led teaching at different levels on undergraduate and/or postgraduate taught courses, regularly collecting and responding to student feedback
Contribute at an appropriate level to faculty policy and practice in teaching
Play a significant role in the design, development and planning of modules and programmes within the subject area as required
Play a significant role in the review of modules and programmes and in quality assurance and enhancement as required
Develop innovative approaches to learning and teaching as appropriate
Provide timely feedback and assessment of coursework and examinations
Provide general support and guidance to students, resolving issues and/or referring to specialist parties, where appropriate
Act as a personal tutor, including pastoral care and supporting students in maximising the benefit of their time at Leeds

To provide academic leadership through

Significant contribution to the overall work of the university and/or equivalent external organisations by representing the faculty on appropriate committees and groups
Effective contribution to the management and administrative processes and committee structures of the faculty and university
Managing or leading major initiatives or areas of work (as either sustained or one-off projects) which facilitates, faculty or university performance or business as required
Involvement in the recruitment, management and development of staff and act as a mentor to more junior/less experienced colleagues
The promotion of the values of collegiality within the academic community
Actively promoting and engaging with the objectives of our valuing and developing all our staff agenda via compliance with the university’s People Management Framework to ensure high standards of employment practices across the school.

Career Expectations

The University of Leeds is committed to developing its staff. All staff participate in the Staff Review and Development scheme and we continue to work with individuals, supporting them to maximise their potential.

Progression to a higher grade is dependent on an individual taking on an increased level of responsibility. The scope for this job may grow over time, allowing possible progression should the post holder demonstrate the skills and a wish to develop and increase their responsibilities.

University Values

All staff are expected to operate in line with the University’s values and standards, which work as an integral part of our strategy and set out the principles of how we work together. More information about the University’s strategy and values is available at http://www.leeds.ac.uk/comms/strategy/.
Person Specification

For appointment as Lecturer – University Grade 8

Essential

- PhD in Information Management, Information Systems or a closely related discipline
- Potential to obtain external research funding
- Ability to perform high quality research, as evidenced by research in a related field with a proven track record of achievement as an author of refereed publications
- Ability to establish new research
- Evidence of pursuing independent research
- Ability to teach effectively at all levels and an enthusiastic approach to all aspects of teaching
- 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

Desirable

- A successful track record of obtaining external research funding
- Experience of teaching undergraduate and postgraduate students
- Ability to motivate and engender enthusiasm in others, as evidenced for example in student feedback obtained from teaching
For appointment as Associate Professor – University Grade 9

Essential

- PhD in Information Management, Information Systems or a closely related discipline
- Ability to establish and lead new research
- A proven track record of high quality research, as evidenced by research in a related field with a proven track record of achievement as an author or refereed publications (equivalent to be listed as A and A- journals internationally, or 4* and 3* in the UK).
- Experience of obtaining external research funding
- A proven record of having successfully organised and taught modules at undergraduate and postgraduate levels
- Experience of leading module and programme reviews
- Experience of developing higher education teaching materials
- Experience of teaching effectively at all levels and an enthusiastic approach to all aspects of teaching
- 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
- Ability to work effectively, responsibly, independently and under pressure
- Ability to motivate and engender enthusiasm in others, as evidenced for example in student feedback obtained from teaching
- Ability to supervise PhD Students

Desirable

- Publications in high impact factor journals
- Experience of undertaking a management role within Higher Education
- Experience of successfully supervising PhD Students
- Evidence of securing research funding
- Experience of mentoring and developing colleagues

Associate Professor Candidates

Applicants for Associate Professor would normally be expected not only to be experienced teachers but to have a significant publication record, together with proven research experience, and to have demonstrated administrative skill.
**Additional Information**

The University offers generous terms and conditions of employment, a wide range of benefits, services, facilities and family friendly policies. Full details are available on the Human Resources web pages accessible at [www.leeds.ac.uk/hr](http://www.leeds.ac.uk/hr).

**The Partnership**

The Partnership has been developed by students and staff and describes the mutual expectations of us all as members of the University of Leeds community. More information about the Partnership is available at [http://partnership.leeds.ac.uk](http://partnership.leeds.ac.uk).

**Disclosure and Barring Service checks**

A Disclosure and Barring Service (DBS) Check is not required for this position. However, applicants who have unspent convictions, cautions, reprimands and warnings, including any pending criminal proceedings must indicate this in the ‘other personal details’ section of the application form and send details to the Recruitment Officer at disclosure@leeds.ac.uk.

**Disabled Applicants**

The post is located in the Maurice Keyworth Building. Disabled applicants wishing to review access to the building are invited to contact the department direct. Additional information may be sought from the Recruitment Officer, email disclosure@leeds.ac.uk or tel + 44 (0)113 343 1723.

Disabled applicants are not obliged to inform employers of their disability but will still be covered by the Equality Act once their disability becomes known.

**Further information for applicants with disabilities, impairments or health conditions is available in the applicant guidance.**