



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

**Tutors (Hourly paid) for Analytics, Technology and Operations
Department, Leeds University Business School**



Salary: Grade 7 (£38,205 – £45,585 p.a. pro rata)

Reference: LUBSC1720

Contractual arrangements to be agreed on an hourly basis

Do you have the ability to motivate and inspire learners? Are you able to supervise and support students through a dissertation? Are you an experienced teacher with a postgraduate degree?

The Analytics, Technology and Operations Department are seeking to recruit highly skilled professionals who can teach material related to their expertise and/or undertake dissertation supervision for students participating in various management related programmes.

All potential work will be explained and mutually agreed before contracts are issued. The Head of Department, Director of Student Education, and/or module staff will be available to support you.

We are seeking people with expertise in:

- Operations and Supply Chain Management
- Logistics Management
- Digital Transformation and Innovation
- Information Management and Information Systems
- Digital Business, Digital Information and Social Media

Main duties and responsibilities

For teaching, your main duties will include:

- Teaching across a range of management related topics and modules, marking and responding to student queries;
- Working with our students as members of a learning community to provide world class education and an excellent student experience;
- Maintaining and enhancing standards of student attainment at both undergraduate and postgraduate levels;

For supervising dissertations, your main duties will include:

- Assist students in identifying relevant literature and other sources of information, and discussing the appropriateness of theory and methodology;
- Support students in the operationalisation and writing up of the research and undertaking first marking. This will require between 4 to 6 meetings with the students during the time of their dissertation, reading draft material and responding to ad hoc support requests from students;



- Liaise with the School's student education service team to support students in adhering to University requirements including fieldwork Health and Safety and Ethics procedures;

The role also requires successful candidates:

- To maintain own continuing professional development;
- To actively follow and promote 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.

Qualifications and skills

Essential

- Been educated to Masters level in a subject related to the areas of expertise we require.
- The ability to supervise student dissertations in a subject related to the areas of expertise we require.
- The ability to teach effectively at all levels and an enthusiastic approach to all aspects of teaching;
- The ability to work under pressure to meet deadlines and 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

- Hold or be close to obtaining a PhD in a subject related to the areas of expertise we require;
- Previous experience working in a relevant industry.
- Experience of teaching and/or supervising student dissertations.

Additional information

Working at Leeds



We are a campus based community and regular interaction with campus is an expectation of all roles in line with academic and service needs and the requirements of the role. We are also open to discussing flexible working arrangements. To find out more about the benefits of working at the University and what it is like to live and work in the Leeds area visit our [Working at Leeds](#) information page.

Our University and School

As an international research-intensive university, we welcome students and staff from all walks of life. We foster an inclusive environment where all can flourish and prosper, and we are proud of our strong commitment to student education.

At Leeds University Business School we work hard to ensure that our shared University values (collaboration, compassion, inclusivity and integrity) guide all our activities. We are committed to developing our culture so that we are able to work together to deliver our purpose to “make an exceptional impact on the economy, society and the planet”. We aim to do this by pursuing our goals of developing innovative solutions for society and building a community of responsible leaders.

Everyone at the Business School has a part to play in realising this vision - whether you are involved in education, research, external engagement or professional support. Everyone has skills, knowledge, talent and experience of value - we all have something to offer and we all have a part to play in contributing to collective success. This is at the heart of who we are and how we treat one another. We want all colleagues to feel excited about going to work, to feel valued, to be challenged, to feel part of something bigger and to have fun along the way. To make this a reality we expect all colleagues to champion our shared values, to help us to strengthen our culture and to contribute to our common purpose.

We are dedicated to diversifying our community and we welcome the unique contributions that individuals can bring, and particularly encourage applications from, but not limited to Black, Asian, people who belong to a minority ethnic community; people who identify as LGBT+; and disabled people. Candidates will always be selected based on merit and ability.

Information for disabled candidates



Information for disabled candidates, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at hr@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.

