



The
University
Of
Sheffield.

About
The
Job.

Management School

Faculty of Social Sciences

**Teaching Associate
in Operations Management**

Pursue the extraordinary

Overview

The Faculty of Social Sciences is a large and diverse grouping of thirteen departments, including 'classical' social science departments, but also several other major subject areas, some of which are distinctive to Sheffield. This rich and exciting disciplinary mix, encompassing both world-leading academic research and education and also a strong practitioner focus in particular areas, uniquely positions the faculty among Sheffield's peer institutions.

About the Department

Sheffield University Management School, the Faculty of Social Sciences' largest department, has achieved accreditation from the three largest and most influential business school associations: AACSB, AMBA and EQUIS. The School therefore joins the top one per cent of business schools across the world – 58 globally and 14 in the UK – to be awarded the Triple Crown accreditation.

The Management School operates within a University and Faculty with a world-class research reputation and ambition. As such, the School has cutting-edge research at the heart of its activities and as the base of its strategic focus. Our vision is to use this research base to be recognised as a leading international management school known for delivering an outstanding student experience and impactful socially-responsible research in a collegiate learning environment. We are proud to deliver intellectually rigorous cutting-edge research, and excellent teaching and learning in a stimulating, innovative environment. Through the distinctiveness of our graduates, excellence of our staff, and network of international partners, we seek to inform the practice of management, and to make a difference to our global community.

The mission of Sheffield University Management School is to develop knowledgeable and employable students, promote socially-responsible work practices and have a positive impact on organisations and society throughout the world. We sustain a research-intensive environment that creates, advances and disseminates knowledge with respect to management inquiry, for the benefit of students, private and public sector organisations and society in general. Our relocation to a fully refurbished building in June 2013 provides modern facilities in which to achieve our ambitions.

We seek to create an environment in which all staff can develop their research interests through national and international collaboration, links with industry and commerce, conference attendance and seminar series. Promoting synergy between research and teaching is also a key objective.

Sheffield University Management School has an intake of around 1,300 undergraduate students on its core programmes in Business Management, International Business Management, Accounting and Financial Management as well as its dual degrees with Mathematics, Economics, Sociology, East Asian Studies, and Modern Languages. The postgraduate programmes include a full-time MBA (accredited by AMBA) and 13 MSc programmes in subjects including Human Resource Management (accredited by CIPD); Entrepreneurship and Management; Information Systems Management; International Management; Management (also AMBA accredited), Occupational Psychology (accredited by the BPS), Work Psychology and Leadership and Management. In addition, there is a strong and growing doctoral programme with 70 full/part time registrations.

We currently employ around 85 academic staff of whom 16 are professors. Academic staff are supported by a comprehensive team of professional administrative staff.

Our website offers more information about all aspects of the School's activity. Please see <http://www.sheffield.ac.uk/management> for more details.

Job Role

We are looking to appoint two Teaching Associates to contribute to undergraduate and postgraduate teaching on a wide range of modules offered by the Operations Management and Decision Sciences (OMDS) Division. Subjects include: Operations and Supply Chain Management, Logistics Systems, Analysis for Decision Making, Sustainable Manufacturing Systems, Project Management.

You will also be expected to provide pastoral care and academic guidance to small groups of personal tutees and supervise dissertations.

You will take a pro-active role in enhancing the School's reputation for high quality and innovative teaching. Applications are therefore invited from candidates capable of delivering an excellent student experience at both undergraduate and postgraduate level.

Job Description

Main Duties and Responsibilities

- Deliver undergraduate and postgraduate teaching as agreed with the Division Head and/or the Divisional Director for Learning and Teaching (DDLTL). This will include preparing teaching materials and delivering lecturers, seminars and tutorials, encouraging critical discourse to develop rational thinking.
- Carry out course evaluation, including facilitating student feedback; reflecting on own teaching and implementing ideas for improving own performance.
- Supervise undergraduate and Masters' projects and dissertations.
- Carry out pastoral role for students such as acting as Personal Tutor to counsel students. If necessary refer them to the appropriate authority for guidance.
- Self-generate work through scholarly pursuits plus innovation in teaching and administration.
- Deal with reactive requests daily such as those relating to teaching, students and administrative tasks.
- Plan and prioritise own work.
- Any other duties commensurate with the grade of the post.

Person Specification

Applicants should provide evidence in their applications that they meet the following criteria. We will use a range of selection methods to measure candidates' abilities in these areas including reviewing your on-line application, seeking references, inviting shortlisted candidates to interview and other forms of assessment action relevant to the post.

	Criteria	Essential	Desirable
Qualifications and experience			
1.	A relevant PhD in Operations Management or related subject (completed or close to completion, or equivalent experience).	X	
2.	Proven teaching ability and potential for effective teaching in relevant subject areas.	X	
3.	Ability to design teaching materials to a high standard.	X	
4.	Experience of supervising undergraduate and postgraduate students.		X
Management skills			
5.	Ability to deliver taught modules.	X	
6.	Ability to manage resources effectively.	X	
Communication skills			
9.	Excellent presentation skills.	X	
10.	Ability to work effectively with internal and external contacts.	X	
11.	Effective interpersonal skills, with the ability to interact and engage successfully with students and fellow staff members.	X	
12.	Excellent communication skills, both written and verbal.	X	
13.	Ability to provide group learning to undergraduate and postgraduate students using a diver range of teaching methods.	X	
Team working			
14.	Ability to work both within a team and independently.	X	
Problem solving and decision making			
15.	Ability to develop creative approaches to problem solving.	X	
Project management			
16.	Proven ability to prioritise effectively, managing ad hoc tasks as well as longer-term work and to assess and organise resources.	X	
17.	Experience of a range of project management approaches.		X
Personal effectiveness			
18.	Experience of developing network of contacts within the discipline.	X	
19.	Proven ability to work to and meet deadlines.	X	

Further Information

This post is fixed-term for a period of 12 months with a start date as soon as possible.

This post is full-time: this role has been identified as a full-time post, but we are committed to exploring flexible working opportunities with our staff which benefit both the individual and the University (See www.sheffield.ac.uk/hr/guidance/flexible/arrangements). Therefore, we would consider flexible delivery of the role subject to meeting the business needs of the post. If you wish to explore flexible working opportunities in relation to this post, we encourage you to call or email the departmental contact listed below.

Reward and Recognition – The Deal

Terms and conditions of employment: Will be those for Grade 7 staff.

Salary for this grade: £30,175 - £38,183 per annum.



The Deal is the pay, rewards and many benefits you earn for being a valued member of our University and by being ambitious and performing at your best.

If you join the University you will have access to The Deal and your own personalised pay, reward and benefits portal where you can access a comprehensive selection of benefits and offers to suit your changing lifestyle needs, for example childcare vouchers, Cycle to Work initiative, shopping discounts along with access to extensive development and training options – over a third of staff work in Investors in People (IiP)

To find out more visit www.sheffield.ac.uk/hr/thedeal/benefits

Through The Deal we are committed to making the University a remarkable place to work and we support this through a number of sector leading initiatives such as Juice and Sheffield Leader.



Our innovative Health and Wellbeing programme, Juice, promotes happiness and wellbeing through a broad range of inclusive activities (www.shef.ac.uk/juice)

*the*Sheffield**LEADER**

Our leadership development has been designed to ensure that our leaders have the knowledge, skills and behaviours needed by the University (www.sheffield.ac.uk/hr/sld/sheffieldleader).

We are also proud of our award-winning equality and diversity action which enhances working life for all. 91% of staff tell us they are treated with fairness and respect (staff survey 2014)

www.shef.ac.uk/hr/equality

In our staff survey (2014) 94% of staff said they were proud to work for the University and 87 % of our staff would recommend Sheffield University as an excellent place to work. To find out more about what it's like to work here have a look at our webpages, www.sheffield.ac.uk/staff/survey and www.sheffield.ac.uk/jobs/staffbenefits.

Closing date: For details of the closing date please view this post on our web pages at <http://www.sheffield.ac.uk/jobs/>

Informal enquiries:

For informal enquiries about this job and the recruiting department, contact: Andrea Genovese on a.genovese@sheffield.ac.uk.

For administration queries and details on the application process, contact the lead recruiter: Kathryn Hewitt on k.hewitt@sheffield.ac.uk.

For all online application system queries and support, visit:

<https://www.sheffield.ac.uk/jobs/applying>

Health assessment: All new employees will undertake a Health Assessment Questionnaire. The questionnaire is to assess the individual's fitness for the job role which they have been offered and ensures appropriate health advice and guidance can be provided. The assessment will be carried out on behalf of the University by Health Management Limited (HML).

Selection-Next Step

Following the closing date, we will contact you by email to let you know whether or not you have been shortlisted to participate in the next stage of the selection process. Please note that due to the large number of applications that we receive, it may take up to two working weeks following the closing date before the recruiting department will be able to contact you.

The University of Sheffield is committed to achieving excellence through inclusion.

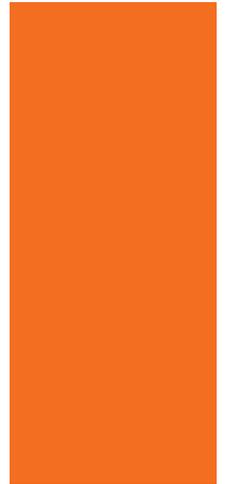
The University of Sheffield is proud to be a Two Ticks employer

www.sheffield.ac.uk/hr/equality/support/twoticks



The University has achieved the Athena SWAN award for gender equality.





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