



The
University
Of
Sheffield.

About
The
Job.

Management School

Faculty of Social Sciences

Doctoral Associate in Strategy

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 Sheffield University Management School

Sheffield University Management School, the Faculty of Social Sciences' largest department, has achieved accreditation from the three most influential business school associations: AACSB, AMBA and EQUIS.

The Management School operates within the 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 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 use our world class research base 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 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 a lively seminar series. Promoting synergy between research and teaching is also a key objective.

The 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. Postgraduate programmes include a suite of MBAs and 16 MSc programmes in subjects including Human Resource Management (accredited by CIPD); Entrepreneurship and Management; Information Systems Management; International Management; Management (AMBA accredited), Occupational Psychology (accredited by the BPS), Logistics and Supply Chain Management, and Leadership and Management. In addition, there is a strong and growing doctoral programme with over 80 full/part time registrations.

We currently employ over 100 academic staff who 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 www.sheffield.ac.uk/management for more details.

Job Role

In 2015, we introduced the new concept of a 'Doctoral Associate'. This innovative position is a six-year development pathway for new Lecturers and allows the incumbent to undertake a part-time PhD in 50% of their role whilst lecturing in the other 50%. We are looking to appoint a Doctoral Associate in the field of Strategy. The applicant will be expected to teach Strategy as a core discipline, with opportunities to develop other areas of expertise such as e.g. innovation. We welcome applications from candidates who, in addition to a general research interest in strategy, would wish to focus their PhD studies on: The dynamic capabilities of Manufacturing SMEs in the face of uncertainty and innovation.

You will follow a six-year pathway, during which you will have a 50% teaching role with the remainder of your time undertaking a part-time PhD. The continuation of your post will be dependent on the successful progression through the PhD. It is anticipated that at the end of the six years, subject to the successful completion of a PhD and satisfactory performance in the role, you will be considered for a Lectureship role.

You will be expected and encouraged to develop your research profile through joint research activities and will have an excellent opportunity to develop your academic career potential. You will hold a good first degree (or have equivalent qualifications/experience).

You will take a pro-active role in enhancing Sheffield University Management School's reputation for high quality and innovative teaching and research and be capable of delivering an excellent student experience at both undergraduate and postgraduate level.

Job Description

Main Duties and Responsibilities

- You will make a full and active contribution to the principles of the 'Sheffield Academic'. These include the achievement of excellence in applied teaching and research, and scholarly pursuits to make a genuine difference in the subject area and to the University's achievements as a whole. Further information on the underpinning values of the Sheffield Academic can be found at: [Sheffield Academic](#).
- Prepare and deliver whole or parts of modules which includes delivering lectures, seminars, tutorials and group work at both undergraduate and postgraduate level.
- Undertake assessment and curriculum development responsibilities.
- Assist with the supervision of postgraduate student projects.
- Undertake personal tutor responsibilities for students.
- Design and undertake appropriate assessment of modules.
- Carry out administrative duties such as class record keeping, attending meetings and report writing.
- Deal with reactive requests such as those relating to teaching and administrative tasks.

- Teaching-related and administrative work as allocated by the Dean and/or Head of Division
- Contribute to the life of the Management School, the Faculty of Social Sciences and the wider University community through administration responsibilities and committee membership as and when appropriate.
- Any other duties commensurate with the grade of the post.
- Completion of a part-time PhD within the six years of the fixed-term contract, with appropriate completion of intermediate progression.
- Contribution to publications in the subject area.
- Participate in the intellectual life of the School.

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 first degree (or equivalent qualifications / experience).	X	
2.	Appropriate experience in teaching at both undergraduate and postgraduate level.		X
3.	Experience of supervising both undergraduate and postgraduate students		X
4.	Well-established personal reputation and professional standing with evidence of scholarship that is recognised internationally in terms of originality, significance and rigour.		X
Management skills			
5.	Ability to lead taught modules and programmes.		X
Communication skills			
6.	Excellent communication skills, both written and verbal, and excellent interpersonal skills with the ability to liaise effectively with colleagues, students and external stakeholders.	X	
7.	High quality report writing and presentation skills.	X	
Team working			
8.	Ability to work both within a team and independently.	X	
9.	Experience of reviewing individual and team progress and performance.		X
Project management			
10.	Ability to plan and prioritise own daily work and forward plan up to one year unless there are significant teaching programme changes or new courses, when you will be required to plan for up to two years ahead of their introduction.	X	
Personal effectiveness			
11.	Experience of developing network of contacts within the		X

	discipline.		
12.	Proven ability to work to and meet deadlines.	X	
13.	Experience of working effectively on a collaborative basis		X
14.	Excellent organisational skills and the ability to undertake some administrative duties.	X	

Further Information

The post is fixed-term for six years with a start date of 1 September 2017.

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. Potential to progress to £41,709 per annum through sustained exceptional contribution.



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.



*the*SheffieldLEADER

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

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. 92% of staff tell us they are treated with fairness and respect (staff survey 2016) www.shef.ac.uk/hr/equality

In our staff survey (2016) 94% of staff said they were proud to work for the University and 89% of our staff would recommend the 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, <http://remarkable.group.shef.ac.uk/>, 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 www.sheffield.ac.uk/jobs

Informal enquiries:

For informal enquiries about this job and the recruiting department, contact the Head of Division for this post: Professor Marian Jones (m.v.jones@sheffield.ac.uk).

For administration queries and details on the application process, contact the lead recruiter: Kathryn Hewitt (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, you will be informed by email whether or not you have been shortlisted to be invited 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 four 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.

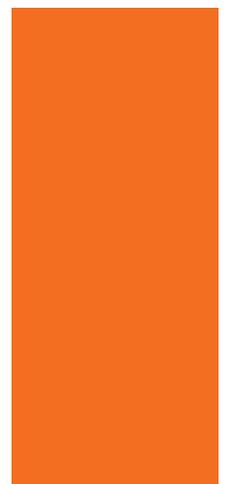


The University of Sheffield is proud to be a Two Ticks employer

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



The University has achieved the Athena SWAN award for Women in Science, Engineering and Medicine .



Pursue the extraordinary

