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University of Strathclyde Glasgow

Lecturer/Senior Lecturer in Employment Relations/HRM

Department	Work, Employment & Organisation (www.strath.ac.uk/business/workemploymentorganisation/)		
Faculty	Strathclyde Business School (www.strath.ac.uk/business/)		
Staff Category	Academic	Reference No	518137
Reports To	Head of School/Department	Grade:	Lecturer (Grade 7 & 8 to senior lecturer Grade (9) depending on experience
Salary Range:	Lecturer £39,592 - £43,155 Lecturer £44,414 – £54,421 Senior Lecturer 56,048 - £63,059	Contract Type:	Open Contract
FTE:	1.0 (35 hours/week)	Closing Date	Sunday, 16 April 2023

Job Advert

Founded in 1948, the University of Strathclyde Business School (SBS) is a pioneering, internationally renowned academic organisation that shapes and develops the business minds of tomorrow. Strathclyde Business School is one of four faculties forming the University of Strathclyde in Glasgow. The University was established in 1796 as 'the place of useful learning' and this remains at the forefront of our vision today for Strathclyde to be a leading international technological university that makes a positive difference to the lives of its students, to society and to the world. We are a triple accredited business school: the first business school in Scotland to hold this accolade, and one of only 88 in the world (July 2018, MBA Today), to be triple accredited, holding accreditation from the international bodies, AMBA, AACSB and EQUIS.

The Department of Work Employment and Organisation is one of 6 Departments within Strathclyde Business. The Department delivers leading-edge, critical and policy-informing research in a Scottish, UK and international context across employment relations, HRM, work and organisational psychology and organisational studies. The Department is home to three undergraduate programmes within SBS (HRM, Hospitality and Tourism Management, and International Business) as well as three Masters programmes, two of which are CIPD accredited and another accredited by the British Psychological Society. It is also the location for the Scottish Centre for Employment Research (SCER) and the Centre for the Political Economy of Labour (CPEL). The Department is also home to a thriving PhD programme with up to 40 registered doctoral scholars.

In applying for this post as Lecturer/Senior Lecturer (SL) in Employment Relations/HRM, you will be educated to PhD level in a relevant discipline, be an experienced researcher and teacher with a track record in the delivery of high-quality research (evidenced through publications and in the case of SL research grant applications) and have experience of teaching and assessment, and leadership at undergraduate and postgraduate level. Your research interests will closely align with that of colleagues in the Department and will contribute to one or more of the major themes within our research portfolio (for example, voice and participation in the workplace, work, labour and globalisation; work, health and wellbeing; new technologies and work; and workplace innovation). The successful applicant will be encouraged to contribute to multidisciplinary research projects in the Business School and wider University and to engage in external funding applications. The successful applicant will be expected to contribute to the Business School's future REF submission. In relation to teaching, we especially welcome interest in delivering modules in area of employment studies or HRM

Appointments will be made at a level appropriate to a successful candidate's experience and career stage, and duties and salary will be adjusted accordingly.

Job Description

Brief Outline of Job:

For Lecturer: Engage in individual and collaborative research to pursue and establish an independent and high-quality research programme; to design and deliver a range of teaching materials and undertake student assessment activities; to engage in relevant professional and knowledge exchange activities; to collaborate with industry and policy makers on understanding the emerging issues in Employment Relations and HRM; to carry out administrative and citizenship tasks assigned by the Head of Department.

For Senior Lecturer – To lead research programmes of national/international excellence; to lead the design, development and delivery of a range of teaching programmes and undertake student assessment activities; to lead relevant professional and knowledge exchange activities; to collaborate with industry and policy makers on understanding the emerging issues in Employment Relations and HRM; and to carry out senior administrative/citizenship tasks assigned by the Head of Department.

Main Activities/Responsibilities:

1.	To contribute to teaching, research and related scholarly activity within the Department of Work, Employment and organisation (Lecturer/Senior Lecturer)
2.	Participate (Lecturer) or lead (Senior Lecturer) individual and collaborative research activities, building on an established and distinctive programme of research and disseminating results through regular and sustained publications in high impact journals, books and conference proceedings.
3.	Lead and secure, as Principal (Senior Lecturer) or Co-Investigator (Lecturer), proposals to appropriate external bodies for research funding and manage grants awarded.
4.	Manage research groups as project leader (Senior Lecturer), providing leadership, support and guidance to research staff and students and academic colleagues as appropriate
5.	Design and deliver (Lecturer) or lead and manage the design, development and delivery (Senior Lecturer) of a range of teaching programmes at undergraduate and postgraduate levels, including leading curriculum review and enhancement activities, in a manner that supports a research-led approach to student learning.
6.	Design and manage processes in relation to student assessment, examination and feedback activities (Lecturer and Senior Lecturer).
7.	Supervise doctoral students as primary supervisor (Senior Lecturer) or secondary supervisor (Lecturer)
8.	Engage (Lecturer) or lead (Senior Lecturer) the development of knowledge exchange activities by, for example, establishing research and/or educational links with industry and influencing public policy and the professions.
9.	Carry out Department/School, Faculty and/or University administrative and management functions, for example by acting as class/module/year co-ordinator (Lecturer/Senior Lecturer) or convening or participating in relevant senior committees (Senior Lecturer).
10.	Contribute to the strategic development of the Department/School through, for example, developing new research directions and/or educational courses (Senior Lecturer).
11.	Engage in continuous professional development.

Person Specification

Educational and/or Professional Qualifications (E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)
E1 Good honours degree and PhD (or equivalent) in appropriate discipline
D1 Membership of relevant Chartered/professional bodies (including the Higher Education Academy)
Experience
E2 Research interests consistent with the strategic direction of the Department/School
E3 A sustained track record of published research in high quality publications demonstrating standards of excellence and a growing national reputation (Senior Lecturer/Lecturer
E4 Teaching experience at undergraduate and postgraduate levels, in Employment Relations and HRM (Lecturer), including experience of developing and managing large teaching programmes (Senior Lecturer)

E5 Experience in supervising undergraduate students
E6 Experience in supervising postgraduate students
E7 Evidence of building international research profile, e.g. attending/presenting at international conferences and specialist conference streams.
D2 Experience of multi/inter-disciplinary research (Senior Lecturer)
D3 Principal (Senior Lecturer) or Co-Investigator (Lecturer) on research project /grant applications
Job Related Skills and Achievements
E8 Track record of securing research funding and managing research projects (Senior Lecturer)
E9 Research interests are consistent with the strategic direction of the Department (Lecturer and Senior Lecturer)
E10 Ability to play a senior role within an academic team environment and motivate and manage staff, with experience of leading teams of less experienced staff and research students (Senior Lecturer)
E11 Demonstrable ability to contribute to at least one of the research themes of the Department of Work, Employment and Organisation (Lecturer/Senior Lecturer)
E12 Established record of sole and/or joint authorship in highly rated academic journals (Lecturer and Senior Lecturer
Personal Attributes
E13 Excellent interpersonal and communication skills, with the ability to listen, engage and persuade, and to present complex information in an accessible way to a range of audiences (Lecturer /Senior Lecturer)

Application Procedure

Applicants are required to complete an application form including the name of three referees who will be contacted without further permission, unless you indicate you would prefer otherwise. Applicants should also submit a Curriculum Vitae and a covering letter detailing the knowledge, skills and experience you think make you the right candidate for the job as well as a Research Plan outlining your research strategy for the next 5 years. Applicants should also complete the Equal Opportunities Monitoring Form.

Other Information

Further information on the application process and working at Strathclyde can be found on our website (http://www.strath.ac.uk/hr/workforus).

Informal enquiries about the post can be directed to Ian Cunningham, Professor and Head of Department (ian.cunningham@strath.ac.uk TEL: 0141 548 3972).

Conditions of Employment

Conditions of employment relating to Academic Staff can be found here: Conditions of Employment.

Rewards and Benefits

Our staff have access to a wide range of outstanding benefits that include financial rewards, family friendly and wellbeing benefits and career development opportunities, details of which can be found here.

Pre-employment health screening

An offer of appointment will be subject to a medical assessment by Occupational Health. An individual who accepts an offer of employment must complete a confidential medical questionnaire and forward it to the Occupational Health Nurse within 5 days of receipt. If further information is required the individual may be contacted by the OHN or a Medical Advisor and a personal appointment with the individual may be arranged. An unconditional contract of employment will not be issued until Human Resources receives confirmation that applicant is fit to undertake the duties of the post.

Probation

Where applicable, the successful applicant will be required to serve a 12 month probationary period.

Pension

The successful applicant will be eligible to join the Universities' Superannuation Scheme. Further information regarding this scheme is available from Payroll and Pensions.

Relocation

Where applicable, the University offers a relocation package to support new employees who meet the eligibility criteria. The relocation package is offered as a contribution towards costs incurred, and is designed to be flexible, allowing staff to use the financial support available in the way that will be most helpful to them. Further details are outlined in the Relocation Policy.

Interviews

Formal interviews for this post are likely to be held on Monday, 22 May 2023.

Equality and Diversity

The University of Strathclyde is a socially progressive institution that strives to ensure equality of opportunity and celebrates the diversity of its student and staff community. Strathclyde is people-oriented and collaborative, offering a supportive and flexible working culture with a deep commitment to our equality, diversity and inclusion charters, initiatives, groups and networks.

We strongly encourage applications from Black, Asian and minority ethnicity, women, LGBT+, and disabled candidates and candidates from lower socio-economic groups and care-experienced backgrounds.

University Values

The University's Values capture what we're all about: who we are, what we believe in and what we stand for. Our Values have been derived from how we act and how we expect to be treated as part of Strathclyde.

Conditions of Employment

Non-Professorial Academic Staff

1. GENERAL CONDITIONS

Members of staff are subject to the Charter and Statutes and the Ordinances and Regulations of the University, published in the Calendar, and to any amendments or additions thereto approved by the University Court and, in the case of the Charter and Statutes, the Privy Council. Staff are also expected to familiarise themselves with, and adhere to, general University policies and procedures, as published on University web pages.

The University Court recognises Strathclyde Universities and Colleges Union (SUCU) as the sole body with which it will negotiate and consult on all collective issues concerned with the terms and conditions of employment of Academic Staff. Such terms and conditions may be varied by the University Court after negotiation and consultation with SUCU.

Each member of staff is responsible for the proper performance of allocated duties to the person or persons specified in the member of staff's letter of appointment and any accompanying papers.

The University is committed to ensuring that its business is conducted in an open and transparent manner and will take all appropriate steps to address risks of bribery or corruption. Members of staff are required at all times to act honestly and with integrity and to safeguard the resources for which they are responsible. The University has in place a robust Public Interest Disclosure (Whistleblowing) Policy to enable concerns to be brought to its attention. This is available at www.strath.ac.uk/publicinterestdisclosure. Other relevant policies, e.g. Fraud Prevention and Conflicts of Interests, can also be found on the University's website.

Any member of staff may at any time be exposed to commercially sensitive information, information related to potentially valuable intellectual property or information which may otherwise be of a confidential nature. This information, which could be found anywhere in the University, may be written or disclosed orally, can include information of a commercial or technical nature, and may be owned by the University or by third parties. The University requires all employees to keep any such information confidential in the first instance and not disclose, publish or otherwise disseminate it without prior consent of the University. Such confidentiality obligations are commonplace and in the commercial interests of the University. When in doubt advice should always be sought from Research and Knowledge Exchange Services prior to disclosure.

The University operates probationary periods for new staff. The probation period for posts in this staff category is 12 months. Further guidance on probationary procedures is published at www.strath.ac.uk/hr.

Further information on the terms and conditions specified in this document and other staffing policies and procedures can also be found at www.strath.ac.uk/hr.

2. SALARY

Appointments are made at an appropriate salary point on the University's grading structure, with initial placing determined according to qualifications and experience. Increments are paid to staff on 1 April each year, when the employee has a minimum of 6 full months of service at the appointed grade, allowing progression to the next point on the salary scale until the top guaranteed point of the scale is reached.

Salaries are paid directly to staff members nominated bank account, normally on the second last working day of the month.

3. HOURS OF WORK

Working time is that required to fulfil the duties of the post. The duties are: research, teaching, knowledge exchange and administrative activities organised by agreement with the Head of Department/School/equivalent to produce a reasonable balance of commitment between these duties. The University Court recognises that Academic Staff carry out these duties in a wide variety of ways, but expects student contact to take place on the campuses during normal working hours on week days. There are exceptions to this pattern which may involve student contact at other locations or in the evenings, or at the weekends, but these arrangements will be made with the agreement of the member of staff concerned and may involve additional payment.

4. HOLIDAYS

Annual leave entitlement is 31 days per year to be taken by agreement with the line manager. For staff members working on a part-time basis, holidays will be calculated on a pro-rata basis.

In addition to annual leave there is an entitlement to eleven public holidays per year which should be taken on days that the University is closed for this purpose. The University presently closes for four additional days over the Christmas and New Year period. **These additional days count against the annual leave entitlement.**

For staff members working on a part-time basis, public holiday entitlement will be calculated on a pro-rata basis.

Annual leave and public holiday entitlements should be taken in the leave year to which they relate. Up to five days leave can be carried forward into the new leave year subject to line management agreement. In exceptional circumstances, Heads of Department/School/equivalent may approve carry forward of accrued annual leave in excess of five days.

The University's expectation is that staff take all accrued holidays prior to their termination date. If staff have exceeded their entitlement the University will deduct an equivalent number of days pay from final salary payments.

5. SICKNESS ABSENCE

During any period of absence through illness or injury provided the appropriate notification and certification procedures have been followed the University will pay a member of staff (having taken account of the aggregate of all periods of absence due to illness during the twelve months immediately preceding the first day of the current absence) as follows:

Period of Continuous Employment at start of absence from work	**Full Pay**	**Half Pay**
Less than 1 year	1 month	1 month
1 year but less than 2 years	2 months	2 months
2 years but less than 3 years	4 months	4 months
3 years but less than 5 years	5 months	5 months
5 years or more	6 months	6 months

In order to manage the University's sick pay scheme the University requires to maintain sickness absence records on individual members of staff. When making payments after the expiry of statutory sick pay the University will deduct an amount equivalent to any benefit normally payable by the Department of Work and Pensions. For full details on the general University policy in this area please refer to the Sickness Absence Management Policy at www.strath.ac.uk/staff/policies/hr

6. PENSIONS

If you are under age 75 at the date your appointment commences you will automatically become a member of the pension scheme operated by the University — the Universities Superannuation Scheme (USS). You will be admitted to the career revalued benefits scheme called the USS Retirement Income Builder; the contribution rate that currently applies is 9.8% of pensionable salary. A threshold applies to the maximum salary that counts towards the USS Retirement Income Builder. The current threshold from 1 April 2022 is £40,000 per year. Contributions based on salary above the monthly equivalent rate of the threshold are paid to the defined contribution section of the scheme called the USS Investment Builder. Please use the following link to access information, including the USS Member Guide: https://www.uss.co.uk/for-members/youre-a-new-joiner. The scheme booklet is called 'Your Guide to the Universities Superannuation Scheme'.

The University operates a salary exchange arrangement, Pensions Plus, for members of the USS. Pensions Plus enables pension contributions to be made in a manner so that both employees and the University can benefit from available National Insurance Contribution savings. You will be automatically included in Pensions Plus, provided it does not adversely affect your take-home pay or your ability to claim certain state benefits. If your earnings fall below the Pension Plus pay protection limit you will be opted out of Pension Plus. This will not affect your membership of the USS.

New members of staff may opt out of USS within three months of taking up appointment and will then be treated as if they had never been a member of the scheme. After three months members of staff who wish to withdraw from USS during their employment will be required to give a minimum of 28 days' notice in writing to the University. Any member of staff who wishes to opt out should contact the Pensions Section, Finance, in the first instance (pensions@strath.ac.uk). Please note that if you are a member of Pensions Plus and withdraw from USS with less than two years of membership, or cease employment with the University and have less than two years of USS membership, the option of a refund of pension contributions will not be available to you. Instead, USS must provide you with a pension benefit that is payable from your Normal Pension Age. Regardless of whether you participate in Pensions Plus, if you are a member of the pension scheme for two years or more you are not entitled to a refund of pension contributions on leaving the scheme, you will be entitled to a pension benefit.

The University reserves the right to alter or withdraw Pensions Plus as it sees fit or as required to comply with legislative changes. Withdrawal or amendment of Pensions Plus will not affect your membership of USS. If you do not wish to participate in Pensions Plus but wish to remain in the pension scheme please contact the Pensions Team who will provide you with a non-participation form.

Information regarding pension scheme membership can be found on the Pensions pages of the University's website. Full information regarding USS can be found on the USS website – www.uss.co.uk

7. PLACE OF WORK AND RESIDENCE

Members of staff will be based on the John Anderson Campus, unless otherwise stated in the letter of appointment. The Department/School in which the post is initially placed will be specified in the letter of appointment although there will be an expectation to work at such other places as required in the course of employment.

If the need arises for members of staff to work outside the UK for a period (or periods) of more than one month then such arrangements will be subject to mutual agreement. Members of staff would then be provided with a statement in advance setting out the terms covering such periods of employment.

The University does not normally place specific restrictions upon the place of residence of members of staff. All staff are, however, expected to reside in a location which is compatible with the satisfactory fulfilment of all the duties associated with their appointment.

8. CONSULTANCY/FURTHER ACTIVITIES

To support the strategic objectives of the University and to facilitate individual professional development, the University encourages staff to engage in professional activities with outside bodies related to their field of work. In many cases, such activity will be approved on the basis that it represents University knowledge exchange activity and should therefore be treated as part of the individual's overall workload and managed through the University's systems. It is also recognised that there will be some cases where an activity is entirely separate from the University and should thus be notified/approved as a personal business activity. For further information please refer to the "University Procedure in relation to Work for Outside Bodies including Consultancies", which forms part of the employment contract and can be accessed at www.strath.ac.uk/hr.

9. DISCIPLINARY AND GRIEVANCE PROCEDURES

Further information on the University's disciplinary and grievance procedure can also be found at www.strath.ac.uk/hr or on request from Human Resources.

10. NOTICE AND TERMINATION

The employment of a member of staff is terminable by at least three months' notice, in writing, on either side; termination dates are normally 31 March, 30 June, 30 September and 31 December. If notice is being given by a member of staff earlier release may be granted if this can be arranged without detriment to the work of the department or area. If the appointment is for a fixed term it will expire at the end of the period without the necessity for notice. Staff whose appointment has so terminated shall not normally be regarded as having been dismissed or removed from office in circumstances to which the terms of Ordinance 4.3 shall apply. Fixed term contracts may be terminated by either party short of the expiry date by the serving of three months' notice in writing. The University is not obliged to continue a fixed term appointment beyond the employment period.

Revised April 2022