The University

London South Bank University (LSBU) is one of London’s largest and oldest universities. LSBU is an enterprising, civic university that tackles real-world challenges. Since 1892, LSBU has been providing relevant, accredited and professionally recognised education.

The majority of courses are accredited by professional bodies, and many feature placements and opportunities for work experience, which allows students to take advantage of the links the university has built with industry. Academic staff are often industry professionals who continue to foster working relationships in their respective fields.

LSBU’s mission is to be recognised as an enterprising civic university that addresses real world challenges.

Academic Structure

The University has seven schools of study:

- Applied Science
- Arts & Creative Industries
- Built Environment & Architecture
- Business
- Engineering
- Health & Social Care
- Law & Social Science

Teaching and the main administration is conducted at the Southwark Campus for all courses, except the professional courses in nursing, midwifery, health and social care, which are also offered at Havering.

Management Structure

The Chief Executive of London South Bank University is the Vice Chancellor who is supported by an Executive Team consisting of a Deputy Vice-Chancellor, two Pro Vice-Chancellors, Executive Director of People and Organisation, Chief Operating Officer, Chief Finance Officer, and the University Secretary.
The Executive provides support to University Board and the Vice-Chancellor in the execution of their responsibilities. The Executive engages in strategic planning for the University that will require increased awareness and exposure to developments outside the institution. The Executive has primary responsibility for development of proposals to the Board and for delivery of the medium term strategy.

In particular, the Executive makes recommendations to the Vice Chancellor on the following:

- The education character and mission of the University.
- The development and delivery of strategies to achieve the character, mission and goals of the university.
- The opportunities and challenges faced by the University and its subsidiaries
- The medium term strategy for approval by the Board

Members of the Executive are expected to act as a team and to conform to the values set out in LSBU’s behavioural framework.

Below the Executive is an Operations Board.

The Operations Board comprises the collective senior management of the University. The Operations Board provides a vehicle to ensure effective oversight of, and accountability for performance management and detailed operational management.

Responsibility for operational management lies with each member of the Operation Board, but the Vice Chancellor expects that management responsibilities should be devolved to the lowest level commensurate with efficiency, effectiveness and accountability.

The Operations Board advises the Vice-Chancellor/Chief Executive on the following issues:

- The strategic leadership and overall management of the University.
- The development of an integrated corporate plan designed to deliver the vision and medium term strategy.
- The efficiency and effectiveness of the University's operations.

Members of Operations Board are expected to act as a team and to conform to the values set out in LSBU’s behavioural framework.

In the first instance the LSBU Operations Board will comprise of:

The Executive; Deans of Schools; Director of Academic Related Resources; Director of Enterprise; Director of Planning, Information Reporting; Director of Marketing and UK Student Recruitment, and Director of Estates.

**Academic Facilities**

The Perry Library at the Southwark Campus houses over 400,000 books and provides access to over 60,000 journals in print and online. As well as staying open till midnight during term, members of the University can access its electronic resources via the internet. The Learning Resources Centre provides over 400 personal computers on open access (also until midnight) together with training, help, and advice. There are also libraries and IT provision at the health campuses.
Leisure and Entertainment

The new Student Centre is home to a range of activities and support for students including the Students’ Union which supports numerous societies ranging from cultural, such as African, Asian and Chinese, to the mainly social societies such as the D-Zone groups for those into dance music. An Athletic Union works within a central University Sports Academy, with a gym, fitness centre and sports hall located at the London Road building.

Accommodation and Student Welfare

Around 1,200 hall places are available close to the main campus at Southwark, with many rooms having en-suite facilities. The University guarantees accommodation to international students and gives priority to first and final year undergraduates.

School/Department: School Of Business

Job Title/Grade: Lecturer / Senior Lecturer in Research Methods – Grade 7 / 8

Reporting to: Head of Division

Purposes of the post

The post holder will drive our research methods curriculum design and pedagogy across our Business School programs. This involves leading on and developing provision involving embedding digital research designs and methods and digital transformation / impact across a varied curriculum.

The postholder will make a significant contribution to teaching and to the development of existing and new academic programmes in one or more of the following areas: Entrepreneurship; Governance/CSR/Ethics; Innovation.

Senior Lecturers are expected to conduct duties such as Course Director role, citizenship activities associated with recruitment, internationalisation and student experience.

Lecturers will achieve some higher level outputs as they gain experience, allowing them to develop the skills and activities for promotion to Senior Lecturer.

The postholder will contribute to two (or more) of the following areas:

i) Learning and teaching developments.
ii) Research relevant to the Business School 2021 REF submission.
iii) Academic management and leadership.
iv) Enterprise income generation.
v) Improving the student experience.
vi) Engagement with professional practice, industry and external stakeholders.

Main activities and responsibilities

In accordance with the London South Bank University Academic Framework the postholder will be expected to carry out all core activities in three areas, delivering significant higher-level achievements in at least two of these areas:

a) Learning and teaching:
• Delivery of high quality teaching.
• Developing effective and original educational materials.
• Achieving predominantly strong module feedback and high student success on taught modules.

b) Research, knowledge transfer and professional impact:
• Remain abreast of the developments in their academic discipline.
• Actively support School/University activities that promote or develop research, KT and professional practice.

Administration, management, leadership and citizenship:
• Administration required for the smooth running of the School.
• Support for the core business of the School (i.e. recruitment, student experience, research environment).
• External engagement as appropriate (with the professional discipline, local community, schools and colleges, employers, international partners).
• Mentorship of colleagues.
• Commitment to all areas of activity including EDI and the LSBU Behavioural Framework.

Full details of the LSBU Academic Framework can be accessed here: http://www.lsbu.ac.uk/__data/assets/pdf_file/0018/104922/academic-framework.pdf

In addition, the postholder will:

c) Attend and contribute, as required, to relevant School committees, University committees and meetings in a reporting and advising capacity in respect of all aspects of the post.

d) Undertake relevant staff development activities in order to carry out the duties of the post. Maintain professional competence in the teaching of the subject, through scholarly activity and/ or contact with relevant industries/ professional bodies. Actively engage in professional development courses and seminars for personal and professional development.

e) Adhere to the policies, regulations and values of the University.

f) Ensure the safety and security of people, areas and equipment under his/her control in accordance with legal requirements and University policies and directives, specifically in relation: to Health and Safety; Data Protection; Freedom of Information; Equality, Diversity and Inclusion.

g) Undertake other reasonable duties as agreed by the Dean (or Delegate)/ Head of Division commensurate with the level of the role, which may be required to be carried out, from time to time, to meet the requirements of the School.

The Dean may request additional duties that are within the scope, spirit and purpose of the post. Within reason, the duties and role of the post holder may be changed, after appropriate consultation, in response to changing organisational requirements. It is expected that the post holder will not take annual leave during key points in the academic calendar.
Selection criteria

The successful candidate will have a sustained track record within their discipline and will be able to demonstrate / evidence the following criteria.

Subject Areas Required

One (E) or more (D) of the following areas: Research Methods

Candidates are expected to meet most of the following selection criteria at a level commensurate to Lecturer or Senior Lecturer as set out in the academic framework.

E = Essential, D = Desirable

A: Meeting the current and emerging teaching needs of the School [This criterion must be met overall, and elements marked (E) must be satisfied]

Ability to meet the primary and secondary teaching duties for this post: Evidence will comprise:

i) Experience in teaching in the primary required subject areas for this post (E).

ii) PhD (or close to completion) in a relevant discipline (D); a recognised teaching qualification (i.e. PGCHE, PGCAP or equivalent) (D); membership of the Higher Education Academy (D) or commitment to obtain within two years of appointment (E).

and/or

iii) Professional qualifications and training related to the subject areas specified as required and desirable for this post (E)

iv) Experience in teaching other subject areas listed as desirable for this post (D).

v) Experience of employment (other than teaching) in the private, public and voluntary sectors related to the subject areas specified as required and desirable for this post (E).

vi) Membership of Professional Body related to the subject areas specified as required and desirable to this post (D).

At least TWO of Criteria B to G must be satisfied.

B: Excellence and innovation in teaching

i) Innovation and excellence in the delivery of modules relevant to the subject areas specified as required and desirable for this post.

ii) Innovation and excellence in the assessment of modules relevant to the subject areas specified as required and desirable for this post.

iii) Contributions to teaching and learning conferences through lectures or poster presentations.

iv) Evidence of a developing external profile for excellence in teaching and learning, e.g.: grants, awards, significant student texts, refereed publications disseminating research findings related to pedagogy.

C: Improving the student experience

Current or recent activities that contribute to enhancing the wider student experience. Evidence will comprise the development of initiatives to:
i) support extra-curricular student activities;
ii) improve levels of student retention and progression;
iii) enhance levels of student employability.

D: **Contribution to the life of the School: academic management and planning**

Effective contributions to academic planning and management activities that support the operation and development of the School. Evidence will comprise:

i) Successfully undertaking current or recent academic management and leadership roles at Divisional, School and University levels.
ii) Effective involvement in the successful development, validation, and revalidation of the School’s portfolio.
iii) Effective participation in processes for the recruitment, selection, enrolment, and induction of students, attendance at University recruitment events, visits to partner schools and other initiatives to promote the School brand.

E: **Contribution to the School’s research profile**

Ability to contribute to the Business School REF 2021 submission. Evidence will comprise:

i) A record of published outputs that are recognised nationally in terms of originality, significance and rigour.
ii) Contribution to REF case studies with recognised impact.
iii) Securing research grants as principal investigator.
iv) Delivering refereed research presentations at symposia and conferences.
v) Organising refereed conferences (e.g. national conference/programme chairs and programme committee).
vii) Holding editorial positions (including Journal Editorial Boards) for refereed journals.
vii) Undertaking PhD supervision.

F: **Developing enterprise activities**

Ability to develop effective connections with business. Evidence will comprise:

i) Consultancy income generated.
ii) CPD income generated.
iii) Other forms of income generating knowledge transfer activities.

G: **Developing external links**

External engagement that enriches the work of the School and adds to its national/international standing. Evidence will comprise:

i) Active professional body membership that increases the esteem and influence of the School.
ii) Significant recent or current engagement with external organisations (public bodies/charities/NGOs/regulatory) that increases the esteem and influence of the School.
iii) Recent or current External Examinerships, visiting and honorary appointments.
iv) Effective external engagement (with relevant professional discipline, local community organisations, alumni, schools and colleges, employers, international
partners).
v) Active links with the corporate world that increase the esteem and influence of the School.

H: Communication and IT skills [This criterion must be satisfied]

Highly effective interpersonal and communication skills (including: oral, written/literacy, numeracy and presentation skills). Evidence will comprise:

i) Ability to use IT to support students and discharge administrative responsibilities (MS Office and Outlook).
ii) Evidence of the use of VLEs in teaching (e.g. Blackboard/Moodle).
iii) Able to demonstrate digital literacy relevant to the subject areas specified as required and desirable for this post.
iv) Digital research designs and methods and digital transformations / impact in the subject areas specified as required and desirable for this post.

I: Values, behaviours and cultural awareness [This criterion must be satisfied]

Evidence will comprise:

i) Able to demonstrate an understanding of, and commitment to, equality, diversity and inclusion, and its practical application within the context of LSBU Behavioural Framework.
ii) Acting in accordance with the LSBU EPIIC values.

INFORMATION FOR APPLICANTS

Please state clearly on your CV and Cover Letter the post title and reference number for which you are applying.

Offers of appointment are subject to proof of permission to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006 and original documentary evidence will be required.

MEDICAL SCREENING

The successful candidate will be required to complete a pre-employment medical screening questionnaire and may be required to undergo a medical examination prior to a written offer of employment being made.

TRAINING AND DEVELOPMENT

Staff appointed without a teaching qualification or at least two years’ teaching experience in further or higher education are allocated a place on the University’s teaching staff induction programme, which can lead to a post-graduate qualification.

DUTIES AND HOURS OF WORK

The nature of this post is such that the post-holder is expected to work such hours as are reasonably necessary in order to fulfil your duties and responsibilities.
For full-time posts, formal scheduled teaching responsibilities should not exceed 18 hours in any week or a total of 550 in the teaching year.

TEACHING YEAR

The teaching year will not normally exceed 38 weeks, of which 2 weeks will be spent on teaching-related administration. While some flexibility may be required in organising the teaching year, the post-holder would not (except with prior agreement) be required to undertake more than 14 consecutive weeks of teaching at any one time.

HOLIDAYS

The University’s academic holiday year runs from 1 August to 31 July. Annual leave entitlement for a full-time post is 35 days, in addition to statutory Bank Holidays and discretionary holiday.

SALARY SCALE

The Lecturer post is graded at Grade 7 (spine points 30 - 36) of the University’s single spine. The full-time salary range is £36,620 - £43,030 per annum inclusive of London Weighting. The Senior Lecturer post is graded at Grade 8 (spine points 37 - 43) of the University’s single spine. The full-time salary range is £44,214 - £52,097 per annum inclusive of London Weighting.

PENSION

The University offers automatic membership of the Teachers’ Pension Scheme (TPS). The TPS is a contributory defined benefit ‘final salary’ scheme and provides a lump sum and regular income after retirement. Further details of contribution rates and the scheme can be found at the Teachers’ Pension website: http://www.teacherspensions.co.uk/

RETURN OF APPLICATION FORM

Please follow the instructions under the relevant vacancy on the LSBU website and upload your Application Form. You will receive an email confirmation that you application has been received.

A further letter will be sent only to short listed candidates. If you have not heard from the University within three weeks of the closing date, please assume your application has been unsuccessful.

EQUAL OPPORTUNITIES POLICY STATEMENT

The University is committed to equality of opportunity both as an employer and as an educational institution. The University will promote good relations among its staff and students and will create conditions that contribute to the full development and potential of all its members.

NO SMOKING POLICY

Applicants will wish to note that the University has a no smoking policy which means that smoking will not be permitted anywhere in the University buildings.