

# Teaching Associate / Assistant x2

Department	Management Science ( <a href="http://www.strath.ac.uk/business/managementscience/">www.strath.ac.uk/business/managementscience/</a> )		
Faculty	Strathclyde Business School ( <a href="http://www.strath.ac.uk/business/">www.strath.ac.uk/business/</a> )		
Staff Category	Teaching	Reference No	490806
Reports To	Head of Department	Grade:	Grade 6 or 7 depending on experience
Salary Range:	Associate Grade 7 £34,308 - £42,155 Assistant Grade 6 £29,619 - £33,314	Contract Type:	Open Contract
FTE	1.0 (35 hours/week)	Closing Date	09/12/22
Holidays	31 days + 11 statutory days Option to purchase additional holidays	On Site Facilities	Car parking, sports centre, catering
Pensions	Contributory pension scheme available to all staff including generous employer contribution.		
Training	Professional Development with <a href="#">Organisational and Staff Development Unit</a> (OSDU) plus external training if required		
Family Friendly Benefits	Generous parental leave provision, on-campus nursery, and options for flexible working		
Health and Wellbeing	University Sport centre, Occupational Health service, access to health and wellbeing events, cycle to work scheme, Employee Assistance Programme, agile working and established carers support network and carer friendly policies		

## Job Advert

The Department of Management Science at the University of Strathclyde is seeking two Teaching Assistant/Associates with expertise and experience in Management Science, Operations Management, and related subjects. For this opportunity within a lively and hardworking group, you will be an enthusiastic teacher who is committed to useful and innovative teaching and learning methods and with a passion to grow your own research career, even if it is at an early stage. These appointments will be made at either Teaching Assistant (grade 6) or Teaching Associate (grade 7) depending on experience.

The post will be split between delivering teaching on the Departments programmes and driving forward your own research activity. The appointed person should have teaching, research and/or practical experience of management science and/ or statistical methods. In addition, the appointed person should be able to contribute to the development and delivery of undergraduate and postgraduate modules offered in this area within the Strathclyde Business School. In the post, you will have the opportunity to: make an immediate contribution to the delivery of our modules and programmes including the development of blended and online classes; develop your own portfolio of learning activities individually and in collaboration with experienced lecturers; undertake professional development activities. There will also be dedicated time devoted to work on research and knowledge exchange activities, by agreement with Head of Department.

You will have excellent time and project management capability, excellent communication and teamwork skills, and an ability to engage with a wide range of individuals. To be considered for this role you will be educated to PhD level in a relevant discipline

(or have significant relevant experience), as well as previous experience in the delivery of (independent) teaching, student support, and project supervision.

The department has a reputation for innovative and collaborative approaches to learning. Its education portfolio includes an undergraduate principal subject in the area of Business Analysis and Technology which is offered as part of the BA in the Strathclyde Business School as well as our MSc in Data Analytics and MSc Business Analysis and Consulting. These MSc programmes are offered on full-time, part-time and distance learning basis. The department also makes major contributions to other Business School programmes such as the MBA and MSc in FinTech, runs collaborative programmes with overseas universities, and is launching a MSc in Health Analysis, Policy, and Management.

## Job Description

### Brief Outline of Job:

To contribute to the delivery of a range of teaching modules and programmes in Management Science and undertake student assessment activities; to engage in relevant research, professional and knowledge exchange activities; and input to administrative activities.

### Main Activities/Responsibilities:

1.	As part of a teaching team, deliver a range of established teaching modules at undergraduate and postgraduate levels, with guidance from senior colleagues as required, in a manner that supports a research-informed approach to student learning.
2.	Plan and manage own workload, with guidance from colleagues as required.
3.	Undertake student assessment and examination activities, with guidance, including the provision of appropriate feedback to students.
4.	Supervise undergraduate and postgraduate students as required, providing direction, support and guidance.
5.	Critically evaluate and reflect on teaching practice and methodology and collaborate with colleagues on course development activities and in the planning and implementation of curriculum changes.
6.	Contribute to research and knowledge exchange activities by providing specialist input based on professional expertise, experience and qualifications/registration.
7.	Develop research output, e.g., journal papers, conference papers, etc., with the assistance of a supervisory team.
8.	Contribute to cognate research and knowledge exchange activities by providing specialist input based on professional expertise, experience and qualifications/registration.
9.	Engage in continuous professional development, which may include establishing, in a developing capacity, a personal portfolio of research activity.

## 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 professional experience) in appropriate discipline

D1 Member of relevant Chartered/professional bodies (including Higher Education Academy)

### Experience

E2 Experience of delivering teaching programmes at undergraduate and postgraduate level

E3 Experience of developing module materials for classroom based and online/blended programmes

E4 Experience of supervising students, both undergraduate and postgraduate

E5 Experience of applying Management Science in practice

D2 Ability to translate knowledge of advances in subject area into teaching and assessment methods and materials

D3 Experience of curriculum development

### Job Related Skills and Achievements

E6 Ability to plan and manage own workload to ensure the development, delivery and assessment of taught programmes

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E7 Developing knowledge of teaching and student assessment methods

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E8 Ability to work within a team environment

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E9/D4 Experience of relevant scholarship and/or research activities

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D5 Experience of knowledge exchange related activities

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### Personal Attributes

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E10 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

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## Application Procedure

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Applicants are required to complete an application form including the name of three referees who will be contacted without further permission, unless you indicate that 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. Applicants should also complete the Equal Opportunities Monitoring Form.

## Other Information

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Further information on the application process and working at Strathclyde can be found on our website (<http://www.strath.ac.uk/hr/workforus>). Further information on the Department can be found here: [www.dmem.strath.ac.uk](http://www.dmem.strath.ac.uk).

Informal enquiries about the post can be directed to Head of Department Matthew Revie at [matthew.j.revie@strath.ac.uk](mailto:matthew.j.revie@strath.ac.uk)

### Conditions of Employment

Conditions of employment relating to the Teaching staff category can be found at: [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](#).

### Basic Disclosure

This role requires the satisfactory outcome of a Basic Disclosure Scotland Check. The successful applicant will be asked to carry out a Basic Disclosure Scotland Check. Whether an outcome is satisfactory will be determined by the University.

### Probation

Where applicable, the successful applicant will be required to serve a 9 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](#).

### Interviews

It is anticipated that Formal interviews for this post will be held 19 December 2022 or as soon as possible thereafter.

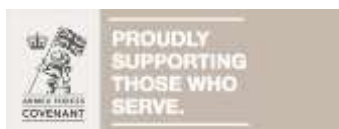
### Equality and Diversity

We value diversity and welcome applications from all sections of the community.

The University currently holds a Bronze Athena SWAN award, recognising our commitment to advancing women's careers in science, technology, engineering, maths, and medicine (STEMM) employment in academia.

### 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

## Teaching 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 Teaching Staff. Such terms and conditions may be varied by the University Court after negotiation and consultation with UCU.

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](http://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 duration of which will be specified in individual letters of appointment. The normal probation period for posts in this staff category is 9 months for those at grades 6 and 7, and 12 months for grades 8 and above. Further guidance on probationary procedures is published at <http://www.strath.ac.uk/staff/policies/hr/>.

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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](http://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, 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

The standard working week is 35 hours, performed between the normal hours of 09.00 to 17.00 Monday to Friday with a one hour lunch break. Work outwith these hours may be necessary for which no additional payment will be made. Certain members of staff may be required to work some hours outwith this normal pattern and this should be agreed locally.

### 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](http://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](mailto: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](http://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](http://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](http://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, except during the probationary period when notice is one month. 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 period it will expire at the end of the period without the necessity for notice. Fixed term contracts may be terminated by either party short of the expiry date by the serving of one month's notice in writing. The University is not obliged to continue a fixed term appointment beyond the specified employment period.

Revised April 2022