

## **University of York**

### **The York Management School**

#### **Lecturer in International Business**

**Ref: UoY00919**

#### **Job Description and Person Specification**

##### **Requirements of the post**

This is a new post arising from continuing expansion of the Management School. You will be required to contribute to our International Business modules at both undergraduate and postgraduate level, and to contribute to the research programme of the International Business and Strategy (IBS) Group. You will be expected to participate in supervision of doctoral students. They will also be allocated personal supervisees and will be required to conduct tutorials with first year undergraduates. You will be expected to participate in the wider administration of teaching and learning. You will have proven ability to deliver excellent teaching and research in International Business.

##### **The University**

The University of York is one of Britain's leading universities. It has an excellent reputation in teaching and research. The 2008 Research Assessment Exercise (RAE) placed York in the top ten UK Universities. 93 per cent of research output was judged to be of international standard, and 23 per cent as world leading. The University also has an impressive reputation for teaching, with 16 out of 19 departments given excellent ratings in the Teaching Quality Assessment (TQA) exercise, placing it second only to Cambridge for teaching quality. York is regularly placed in the top ten of British universities in various newspaper league tables, and is currently ranked in the world top 100 by the Times Higher.

##### **The City of York**

York is regularly voted one of the best places in Britain to live. It has a compact city centre, dominated by the Minster, and surrounded by medieval walls. It is close to the Yorkshire Moors and Dales, and to the Yorkshire coast. Transport links are excellent with fast and frequent train services to London, Scotland, and other northern cities. There are several airports nearby (Leeds/Bradford, Durham, Robin Hood, and Manchester). Schools in York are very good, and several feature in the top group of national league tables.

##### **The School**

The York Management School was created in 2006. The School has grown rapidly, and there are plans for further expansion. It currently has 38 academic staff, distributed between teaching groups in Accounting and Finance, Human Resource Management, International Business and Strategy, Marketing, Operations Management, Organisation Theory, and Public Sector Management.

The School runs teaching programmes at undergraduate, postgraduate, and doctoral level. There are undergraduate degrees in Accounting, Business Finance, and

Management, and in Management. The Masters Programme has taught degrees in Accounting and Financial Management, Management, Management with Business Finance, Health Management, Human Resource Management, International Business and Strategy. Joint masters degrees are also run with the university's departments of Sociology, Politics, and Environment. In autumn 2010 there will be approximately 550 undergraduates and 195 taught postgraduates in the school.

The School currently has 32 doctoral students. Several PhD students are employed as Graduate Teaching Assistants. The PhD programme is recognised by the ESRC for Research Training, and we currently run an ESRC-recognised MRes degree. The School is an active member of doctoral training networks in the north of England.

The School entered the Research Assessment Exercise for the first time in 2008. We achieved an overall profile score of 2.45, putting us 35<sup>th</sup> amongst UK business and management schools. We achieved one of the best RAE performances amongst small business schools. We are a research intensive school and we intend to improve our performance still further in the next REF exercise. Members of the School currently hold research grants from ESRC, EPSRC, NHS SDO, Nuffield Foundation, and government departments.

The School's objective is to produce distinctive, challenging, high quality, policy and practice-relevant research and scholarship embedded within relevant theory. We also value inter-disciplinary research, and there is considerable research activity involving staff from a variety of subject groups and other departments in the university. The Centre for the Evolution of Global Business and Institutions is located within the School, with membership drawn from a variety of subject groups and disciplines. The School has recently launched the new Centre for Business Collaboration, which has already built up a track record and reputation for knowledge transfer in the local and regional economy, and for developing the impact of our research programmes.

New centres are planned for the next phase of the School's development to support our research strategy in the following interdisciplinary themes: political economy, history and governance, people and organisations, and enterprise and innovation.

We place considerable emphasis on helping our staff to develop their teaching and research expertise, and staff have access to extensive training and development opportunities. Academics in their first full-time lecturing posts are usually required to enrol on the Postgraduate Certificate of Academic Practice lecturer training programme. Academics are allocated a Personal Research Allowance to assist with the incidental expenses associated with their work, and can bid for funds to attend conferences. There is the opportunity for study leave, awarded on the basis of agreed research plans and available resources.

The School is currently housed in the Sally Baldwin complex but will be moving to purpose-built new accommodation on the new Heslington East campus in September 2010. We will be sharing a new building with the University's new Law School.

### **The International Business and Strategy Group**

Professor Annie Wei, Chair in International Business

Dr Patricia Murtagh, Teaching Fellow in Strategy, and currently Chair of Board of Studies

Mr Philip Warwick, Teaching Fellow in Public Sector Management, and currently Head of our Masters Programmes

The International Business and Strategy (IBS) Group is a new subject group within the school, and we are committed to expansion of the group. Members of the group

teach a range of IB and/or Strategy topics at undergraduate and postgraduate level including international business in the global context, international business strategy, international political economy and business, managing risk in the international context, strategic management, strategy in context - theory and practice and strategic management and organisation change. We recently introduced a MSc in International Business and Strategic Management, and this has recruited strongly.

The IBS Group publishes its research regularly in high quality academic journals. There is a strong emphasis on research in the area of FDI in emerging economies, in particular, China. The current research topics under investigation include knowledge spillovers of FDI, knowledge adoption and creation in multinational subsidiaries and internationalisation strategy in higher education.

The School's web pages and staff members' personal pages may be found at <http://www.york.ac.uk/management>. Informal enquiries about these posts may be made to the Head of the International Business and Strategy Group, Professor Annie Wei (tel: 01904 434892, email [yw542@york.ac.uk](mailto:yw542@york.ac.uk))

## PERSON SPECIFICATION

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	A PhD in a relevant field or be close to completion of one	
<b>Knowledge</b>	Wide breadth and depth of knowledge in the subject area of the post  Understanding of the role and responsibilities of academics in higher education	
<b>Skills/abilities/competences</b>	Ability to carry out high-quality research in the subject area of the post and to publish in top quality journals and similar publications  Ability to secure research funding.  Ability to teach effectively at undergraduate and postgraduate level  Ability to provide appropriate and sensitive pastoral care and supervision to students  Ability to contribute effectively to the administrative work of the School	
<b>Experience</b>	Experience of effective teaching at university level  Experience of conducting high quality research	A proven record of publication in high quality journals or similar  Experience of securing research funding  Experience of effective involvement in department administration and management  Experience of involvement in the wider discipline, through participation in subject special interest groups, journal reviewing, or similar
<b>Personal attributes</b>	Effective inter-personal and communication skills  Self-motivated and pro-active  Commitment to quality in all areas of activity  Ability to prioritise work appropriately and to meet deadlines  Ability to work in a team and to cooperate with academics, administrative staff, and other staff  Respect for other staff and students from all backgrounds	

**Job Description**

<b>Job Title</b>	Lecturer in International Business
<b>Department</b>	The York Management School
<b>Reports to</b>	Professor Annie Wei
<b>1.</b>	<b>Background to the Role</b>
	New post arising from expansion of International Business teaching and research activity
<b>2.</b>	<b>Purpose of the Role</b>
	To contribute to teaching at both undergraduate and postgraduate level, and to make a significant contribution to the School's research.
<b>3.</b>	<b>Key Accountabilities</b>
	<ul style="list-style-type: none"> <li>▪ Provision of teaching on undergraduate and postgraduate courses, and pastoral support for students</li> <li>▪ Research activity in the form of research grant income and publications in peer-reviewed journals</li> <li>▪ Contribution to administration within the School</li> </ul> <p>The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake others duties within the scope and grading of the post.</p>

## **Salary and Terms**

Salary will be within the range £35,646 - £43,840 per annum on grade 7 of the University's salary scales. The post is full-time and the hours of work are 37 per week.

The annual holiday entitlement is 38 days, including 8 statutory public holidays. If the post is part-time, the holiday entitlement will be reduced pro rata.

The candidate appointed may, immediately upon starting his/her employment, join USS – the Universities' Superannuation Scheme – which involves a personal contribution of 6.35% of salary and a University contribution equal to 16% of salary.

## **Postgraduate Certificate of Academic Practice**

The University offers a programme to enhance skills in academic practice, the Postgraduate Certificate of Academic Practice (PGCAP), which is primarily aimed at academic staff in the earlier stages of their career.

If you have less than 3 years full time equivalent experience in an academic post and this is your first permanent appointment (or if it is longer than 23 months duration) you are required to complete the whole PGCAP Programme i.e. Modules 1 and 2. You should discuss this requirement with your Head of Department, normally before taking up your appointment.

## **Asylum & Immigration Act (1996)**

In accordance with the Asylum and Immigration Act (1996), if you are successful in your application for this post you will be required to provide, before you start work at the University, one document from a specified list to evidence that you are legally entitled to live and work in the UK. Further details about this requirement are enclosed with the formal written offer of employment.

## **How To Apply**

**The closing date for receipt of applications is midnight on Tuesday 7 September 2010.**

It is anticipated that interviews for the post will be held on **Tuesday 28 September 2010**. Applicants who are shortlisted for interview will be sent details of time and venue as soon as possible.

As soon as reasonably practicable after the interviews have taken place HR Services will write to the successful applicant offering him/her the post. Upon receipt of formal written acceptance of the post we will write to notify unsuccessful candidates. Whilst we try to do this in as effective and efficient manner as possible, sometimes the process can take rather longer than is ideal because of the need to recall candidates for a second interview and reconvene interview panels and/or due to routine disruptions caused by leave and other absences. We apologise for any delay and inconvenience caused in these circumstances.

## **Making your application**

We hope you will find applying for jobs through our website straightforward. However, if you need some help, this next section explains our application process and how to get in touch if you need assistance.

Once you have found a vacancy you are interested in, download and read the Job Description and Person Specification. This contains full information about the job and the skills and qualifications we are looking for in the successful candidate. You need to think about this carefully so that you can tell us how you match those requirements.

Next, click on the link 'Apply for this job'. You may be asked a few preliminary questions where you will be asked to answer 'Yes' or 'No'. These relate to key requirements for the vacancy and, depending on your answer, you may not be able to continue applying.

If you have not already registered on our job site, you will need to do so next. This is a quick process - you just need your name, email address and a password. If you have already registered, sign in to continue your application.

You now need to complete our application form, which is broken down into a number of sections.

We require a copy of your curriculum vitae (CV) and a letter of application outlining your suitability for the job. You will be asked to upload these from your computer. You can also attach any academic papers you feel are relevant to your application.

We also need some details about you, your referees and answers to a few brief questions. Questions that you must complete are marked with an asterisk (\*).

If you want to take time to think about your answers, just save your application and sign out. You can come back at any point before the closing date to complete your application.

When you have completed every section you'll have the option to submit your application. You will get an email confirming that we have received it.

The shortlisting panel will then look at all the applications. As soon as that is complete, we will contact you by email to let you know whether or not we would like you to come to interview.

### **Do I have to apply online?**

We prefer applications to be made online as it helps us to provide you and our internal customers with the best possible service.

However, if you find it difficult to apply online, please contact us so that we can assist you or discuss alternative methods of application. You can telephone us on +44 (0)1904 434835 or email us at [recruitment@york.ac.uk](mailto:recruitment@york.ac.uk).

### **Data Protection Act**

In submitting the forms which make up your application you will be giving your consent to the University storing and using the information you provide in accordance with the provisions of the Data Protection Act 1998. If you are not appointed, your application will be destroyed within 12 months.

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