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| Last updated: | 2 May 2017 |

**JOB DESCRIPTION**

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| Post title: | **Teaching Fellow in Operational Research / Management Science** | | |
| Academic Unit/Service: | Joint appointment between:  Mathematical Sciences / Operational Research Group  Southampton Business School / Department of Decision Analytics and Risk | | |
| Faculty: | Faculty of Social, Human and Mathematical Sciences  Faculty of Business, Law and Art | | |
| Career Pathway: | Education, Research and Enterprise (ERE) | Level: | 4 |
| \*ERE category: | Education pathway | | |
| Posts responsible to: | Head of Mathematical Sciences and Head of Southampton Business School | | |
| Posts responsible for: | None | | |
| Post base: | Office-based | | |

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| Job purpose |
| To teach undergraduate and postgraduate modules in Operational Research and Management Sciences and supervise undergraduate and postgraduate projects. For a suitable candidate, a reduction in teaching duties may be negotiated, to allow the fellow to establish a research programme. |

| Key accountabilities/primary responsibilities | | % Time |
| --- | --- | --- |
|  | Support the teaching objectives of the Academic Units by delivering teaching in Operational Research and Management Science to students at undergraduate and postgraduate level, through allocated lectures, tutorials, projects and seminars. Set and mark coursework, theses, and exams, providing constructive feedback to students. | 60 % |
|  | Directly supervise students, providing advice on study skills and helping with learning problems. Identify the learning needs of students and define learning objectives. | 15 % |
|  | Obtain and analyse feedback on own teaching design and delivery to facilitate delivery of taught modules. | 5 % |
|  | Any other duties as allocated by the line manager following consultation with the post holder, including, but not limited to, contributing to the research outputs of Mathematical Sciences and Southampton Business School in Operational Research and Management Science. | 20 % |

| Internal and external relationships |
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| Member of the Academic Unit Board, Examination Board and of such Academic Unit committees relevant to their administrative duties.  New appointees will be assigned a senior colleague to guide their development and aid their integration into the Academic Unit and university.  Teaching and administrative duties will be allocated by the Head of Academic Unit, within the context of the teaching programmes.  May collaborate with colleagues in other institutions on original teaching and learning practice. |

| Special Requirements |
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| Ability to contribute to the research output of Mathematical Sciences and/or the Southampton Business School in Operational Research would be an advantage. |

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | PhD or equivalent professional qualifications and experience in Operational Research / Management Science or a related discipline  Detailed understanding and knowledge of teaching undergraduate mathematics to large classes of scientists or engineers.  Teaching at undergraduate and/or postgraduate level  Experience of successful teaching large classes. | Computational skills  Experience of service teaching at the University of Southampton. | CV  CV/Application/Interview/  References  CV  CV/Interview |
| Planning and organising | Able to plan, manage, organise and assess own teaching contributions |  | CV/Interview |
| Problem solving and initiative | Able to develop understanding of complex problems and apply in-depth knowledge to address them |  | Interview |
| Management and teamwork | Able to manage and deliver own course units and contribute to team-taught course units  Able to directly supervise work of students  Able to contribute to Academic Unit management and administrative processes  Work effectively in a team, understanding the strengths and weaknesses of others to help teamwork development |  | CV  CV/Interview  CV/Interview  CV |
| Communicating and influencing | Communicate new and complex information effectively, both verbally and in writing, engaging the interest and enthusiasm of the target audience  Deliver lectures and seminars in courses relating to different aspects of OR/MS. | Work proactively with colleagues in other work areas/institutions, contributing specialist knowledge to achieve outcomes | CV/Interview  CV/Interview |
| Other skills and behaviours | Positive attitude to colleagues and students |  | CV/Interview |
| Special requirements |  |  |  |

**JOB HAZARD ANALYSIS**

**Is this an office-based post?**

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| Yes | If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below. |
| No | If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below.  Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder. |

## - HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

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| **ENVIRONMENTAL EXPOSURES** | **Occasionally**  (<30% of time) | **Frequently**  (30-60% of time) | **Constantly**  (> 60% of time) |
| Outside work |  |  |  |
| Extremes of temperature (eg: fridge/ furnace) |  |  |  |
| ## Potential for exposure to body fluids |  |  |  |
| ## Noise (greater than 80 dba - 8 hrs twa) |  |  |  |
| ## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below: |  |  |  |
| Frequent hand washing |  |  |  |
| Ionising radiation |  |  |  |
| **EQUIPMENT/TOOLS/MACHINES USED** | | | |
| ## Food handling |  |  |  |
| ## Driving university vehicles(eg: car/van/LGV/PCV) |  |  |  |
| ## Use of latex gloves (prohibited unless specific clinical necessity) |  |  |  |
| ## Vibrating tools (eg: strimmers, hammer drill, lawnmowers) |  |  |  |
| **PHYSICAL ABILITIES** | | | |
| Load manual handling |  |  |  |
| Repetitive crouching/kneeling/stooping |  |  |  |
| Repetitive pulling/pushing |  |  |  |
| Repetitive lifting |  |  |  |
| Standing for prolonged periods |  |  |  |
| Repetitive climbing (ie: steps, stools, ladders, stairs) |  |  |  |
| Fine motor grips (eg: pipetting) |  |  |  |
| Gross motor grips |  |  |  |
| Repetitive reaching below shoulder height |  |  |  |
| Repetitive reaching at shoulder height |  |  |  |
| Repetitive reaching above shoulder height |  |  |  |
| **PSYCHOSOCIAL ISSUES** | | | |
| Face to face contact with public |  |  |  |
| Lone working |  |  |  |
| ## Shift work/night work/on call duties |  |  |  |