

Job Description and Person Specification

Last updated: 07 May 2021

JOB DESCRIPTION

Post title:	Lecturer		
Standard Occupation Code: (UKVI SOC CODE)	2311 - Higher education teaching professionals		
School/Department:	Department of Economics / School of Economic, Social and Political Sciences		
Faculty:	Faculty of Social Sciences		
Career Pathway:	Education, Research and Enterprise (ERE)	Level:	5
*ERE category:	Balanced portfolio		
Posts responsible to:	Head of Department		
Posts responsible for:	2 x lecturers based at Shanghai University of Finance and Economics		
Post base:	Post based in Shanghai, China Office-based/Non Office-based (see job hazard analysis)		

Job purpose
To undertake research in line with the School/Department research strategy, to teach at undergraduate and postgraduate level, and to undertake leadership, management and engagement activities.
To line manage University of Southampton staff based at the Shanghai University of Finance and Economics.

Key accountabilities/primary responsibilities	% Time
1. Develop the research activities of the School/Department by sustaining a personal research plan. Manage the application of a range of research methodologies, approaches and techniques appropriate to the type of research personally being pursued.	30%
2. Establish a national reputation for research and the enhancement of learning and teaching practice by sustaining the regular dissemination of findings through leading peer-reviewed publications, presenting results at conferences, or exhibiting work at other appropriate events.	
3. Plan and develop innovative research proposals, projects and funding bids as self-contained items or as part of a broader programme.	
4. Carry out management and administrative tasks associated with specified research funding, including risk assessment of project activities, organisation of project meetings and documentation and preparation of annual reports. To oversee and implement procedures required to ensure accurate and timely formal reporting and financial control.	

Key accountabilities/primary responsibilities	% Time
5. Support the teaching objectives of the School/Department by managing a range of contributions to its learning and teaching activities. Deliver teaching of the highest quality across a range of modules and to all levels, through lectures, tutorials, practicals and seminars.	50%
6. Directly supervise students, providing expert advice on learning best practice and helping with learning problems. Identify the learning needs of students and define learning objectives. Promote the use of appropriate media to support student learning. Set and mark coursework and exams, providing constructive feedback to students.	
7. Monitor, evaluate and revise course design to ensure excellence and coherence. Identify areas where current provision is in need of revision or improvement, planning and developing innovative contributions to learning, teaching and assessment methods within the School/Department as appropriate.	
8. Contribute to the efficient management and administration of the School/Department by performing personal administrative duties as allocated by the Head. To take a lead in maintaining and developing a strong relationship with stakeholders at Shanghai University of Finance and Economics alongside the Head of Department.	20%
9. To line manage direct reports, exercising good people management practices including mentoring, coaching, training, advice and guidance as necessary. Contribute to ensuring the right mix of skills and capabilities in the team through encouraging continuous professional development, recruitment and performance feedback.	
10. Provide expert advice in own subject area to other staff and students.	
11. Any other duties as allocated by the line manager following consultation with the post holder.	

Internal and external relationships
<p>Members of the School/Department Board, Examination Board and of such School/Department committees relevant to their administrative duties.</p> <p>New appointees will be assigned a senior colleague to guide their development and aid their integration into the School/Department and university.</p> <p>Students on the joint education programme in China and the UK, joint PhD students and prospective students for the programme.</p> <p>Active members of the academic research community at Southampton and SUFE.</p> <p>May collaborate with colleagues in other institutions on original teaching and learning practice.</p> <p>Key stakeholders within Shanghai University of Finance and Economics.</p>

Special Requirements
<p>To attend national and international conferences for the purpose of disseminating research results.</p> <p>Research priorities will be agreed within the strategic framework of the research theme of which they are a member.</p> <p>Teaching and administrative duties will be allocated by the Head of School/Department, within the context of the teaching programmes agreed by the School/Department Learning and Teaching Committee and in line with SUFE teaching administration.</p> <p>To be able to work in both China (based at the Shanghai University of Finance and Economics), and also in the UK, at the Highfield Campus. Individuals will be based in Shanghai, visiting the UK for periods of up to 3 months subject to the business need, typically one UK teaching semester in six or for familiarisation and engagement visits of typically 1-2 weeks.</p>

PERSON SPECIFICATION

Criteria	Essential	Desirable
Qualifications, knowledge and experience	<p>PhD or equivalent qualifications and experience in Economics, Econometrics, Mathematics, Statistics, Finance.</p> <p>Growing and consistent national reputation in Economics and/or Finance & Economics and/or Econometrics and/or Financial Econometrics and/or Statistics</p> <p>Teaching qualification (PCAP or equivalent).</p> <p>Track record of development and delivery of teaching at undergraduate and postgraduate level.</p> <p>Demonstrated success in delivering learning outcomes.</p> <p>Track record of published research.</p>	<p>Knowledge of Bloomberg terminals/Suite; Stata / R / Microsoft Suite</p> <p>Membership of Higher Education Academy.</p> <p>Experience of (more specific relevant processes/subject areas).</p> <p>Involvement in national events.</p> <p>Experience of teaching students where English is a secondary language</p>
Planning and organising	<p>Proven ability to plan and develop a range of high quality research and teaching activities, ensuring plans complement broader research and education strategy.</p> <p>Able to develop innovative research proposals and attract research funding.</p> <p>Proven ability to plan, manage, organise and assess own teaching contributions.</p> <p>Proven ability in the design of course units, curriculum development and new teaching approaches in the School/Department.</p>	
Problem solving and initiative	<p>Able to identify broad trends to assess deep-rooted and complex issues.</p> <p>Able to apply originality in modifying existing approaches to solve problems.</p>	
Management and teamwork	<p>Able to deliver line management to the expectations detailed in Appendix 2.</p> <p>Proven ability to manage and deliver own course units and team-taught course units.</p> <p>Proven ability to coach and support students/tutorial groups.</p> <p>Able to undertake coordinating role in School/Department/University.</p> <p>Able to monitor and manage resources and budgets.</p> <p>Work effectively in a team, understanding the strengths and weaknesses of others to help teamwork development.</p>	
Communicating and influencing	<p>Communicate new and complex information effectively, both verbally and in writing, engaging the interest and enthusiasm of the target audience.</p> <p>Track record of presenting research results at group meetings and conferences.</p> <p>Track record of delivering lectures and seminars in courses relating to different aspects of (subject area).</p> <p>Able to engage counselling skills and pastoral</p>	<p>Able to provide expert guidance to colleagues in own team, other work areas and institutions to develop understanding and resolve complex problems.</p>

	<p>care, where appropriate.</p> <p>Able to persuade and influence at all levels in order to foster and maintain relationships, resolving tensions/ difficulties as they arise.</p>	
Other skills and behaviours	<p>Understanding of relevant Health & Safety issues.</p> <p>Positive attitude to colleagues and students.</p> <p>To role model the Southampton behaviours (see appendix 1) and work with the management team to embed them as a way of working across the department / Faculty / University</p> <p>Awareness of Equality, Diversity and Inclusion matters with proven ability to work effectively with both academic and professional services staff and students from a range of backgrounds.</p>	
Special requirements	<p>Able to attend national and international conferences to present research results.</p>	

JOB HAZARD ANALYSIS

Is this an office-based post?

<input type="checkbox"/> 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.
<input checked="" type="checkbox"/> 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.

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		X	
Lone working			
## Shift work/night work/on call duties			

Appendix 1. Embedding Collegiality

Collegiality represents one of the four core principles of the University; Collegiality, Quality, Internationalisation and Sustainability. Our Southampton Behaviours set out our expectations of all staff across the University to support the achievement of our strategy.

All staff	Behaviour
Personal Leadership	I take personal responsibility for my own actions and an active approach towards my development
	I reflect on my own behaviour, actively seek feedback and adapt my behaviour accordingly
	I show pride, passion and enthusiasm for our University community
	I demonstrate respect and build trust with an open and honest approach
Working Together	I work collaboratively and build productive relationships across our University and beyond
	I actively listen to others and communicate clearly and appropriately with everyone
	I take an inclusive approach, value the differences that people bring and encourage others to contribute and flourish
	I proactively work through challenge and conflict, considering others' views to achieve positive and productive outcomes
Developing Others	I help to create an environment that engages and motivates others
	I take time to support and enable people to be the best they can
	I recognise and value others' achievements, give praise and celebrate their success
	I deliver balanced feedback to enable others to improve their contribution
Delivering Quality	I identify opportunities and take action to be simply better
	I plan and prioritise efficiently and effectively, taking account of people, processes and resources
	I am accountable, for tackling issues, making difficult decisions and seeing them through to conclusion
	I encourage creativity and innovation to deliver workable solutions
Driving Sustainability	I consider the impact on people before taking decisions or actions that may affect them
	I embrace, enable and embed change effectively
	I regularly take account of external and internal factors, assessing the need to change and gaining support to move forward
	I take time to understand our University vision and direction and communicate this to others

Appendix 2. Line Manager Expectations

The statements below provide additional clarity on what is expected of our line managers and supervisors.

Managing People: Manage and support your peoples work productivity, performance, wellbeing and development to maximise their contribution and enable personal growth.

Managing the Student and Customer Experience: Ensuring our students and the customer are at the centre of everything we do, always considering their needs before acting, to ensure we deliver a high quality experience every time.

Managing Financial Decisions: Make well informed and timely financial decisions with an understanding of the consequences and impact on the financial sustainability of the University.

Managing Compliance: Understand and apply the University regulations, policies, guidelines, and legal requirements to ensure continued operational compliance.

Managing Risk: Identify potential risks, assess probability and impact and take appropriate steps to mitigate the risk or maximise potential benefits.