

Job Description

Position:	Dissertation/ Project Supervisor
School/Service:	Off Campus Division
Reference:	
Grade:	Grade 6
Status:	Fixed Term (12 Months)
Hours:	Full-Time
Reporting to:	Professor in Practice

Principal Duties and Responsibilities:

1. Supervise Bachelors and Masters research students in the Off Campus Division, ensuring university regulations, sector expectations and ethical standards are met
2. Following a consistent supervisory process, ensure student engagement in the supervisory process, monitoring attendance and progress to maximise achievement
3. Interact on a professional level with relevant internal and external professional bodies to ensure currency of knowledge, relevancy and accreditations.
4. Ensure and maintain integrity and confidentiality of data and associated data protection requirements in line with the statutory corporate requirements.
5. Ensure a safe working environment and abide by University health and safety policies and practices and to observe the University's Equal Opportunities policy and Dignity at Work policy at all times.
6. Awareness of environmental sustainability and sustainability issues and a commitment to the University's associated strategy with respect to the performance/delivery of key responsibilities of the role

Note:

This is a description of the position requirements as it is presently constituted. It is the University's practice to periodically review job descriptions to ensure that they accurately reflect the position requirements to be performed and if necessary update to incorporate changes were appropriate. The review process will be conducted by the relevant manager in consultation with the post holder.

The university is committed to upholding academic freedom and freedom of speech within the law. We support open and respectful debate, the exchange of ideas, and the right of staff and students to question, test, and advance knowledge without constraint, while recognising the responsibility to exercise these freedoms in a way that respects the rights of others.

Please note that this appointment may be subject to Disclosure and Barring Clearance.

Person Specification

Position: Dissertation/ Project Supervisor		Reference:	
School/Service: Off Campus Division		Priority (1/2)	Method of Assessment
Criteria			
1 Qualifications			
1 a)	Good honours degree in business and management (2:1 or above) or a closely related field	Priority 1	Application Form / Documentation
1 b)	PhD/Professional Doctorate in Business & Management.	Priority 1	Application Form / Documentation
1 c)	Membership/qualification of a relevant professional body	Priority 1	Application Form / Documentation
1 d)	A relevant teaching qualification and fellowship status of the Higher Education Academy (HEA) , or a willingness to obtain fellowship membership of the HEA within a specified time frame	Priority 1	Application Form / Documentation
2 Skills / Knowledge			
2 a)	Broad subject knowledge across core areas of business and management	Priority 1	Application Form / Interview
2 b)	Demonstratable understanding of research methods and approaches relevant to business and management	Priority 1	Application Form / Interview
2 c)	Proven academic development, teaching and assessment skills	Priority 1	Application Form / Interview
2 d)	-Awareness of current debates and trends within business and management	Priority 1	Application Form / Interview
2 e)	Competent in the use of IT systems and capable of using IT with respect to the requirements of the role	Priority 1	Application Form / Interview
2 f)	Able to liaise with colleagues and other stakeholder and to contribute to staff development	Priority 1	Application Form / Interview
2 g)	Proficiency in quantitative and/or qualitative research methods commonly used in business research	Priority 1	Application Form / Interview
2 h)	Credible written and oral communication skills and the ability to influence and persuade people at all levels and to exchange complex concepts in a manner appropriate to the audience	Priority 1	Application Form / Interview
2 i)	Possess proven/credible/extensive breadth (delete as appropriate depending on the level of the role) and/or depth of specialist knowledge to work within established programmes and to write authoritatively in the subject area	Priority 1	Application Form / Interview

3	Experience		
3 a)	Experience of supervising research projects at Masters level	Priority 1	Application Form / Interview
3 b)	Relevant experience in the supervision of the work of undergraduate and/or postgraduate students and providing appropriate pastoral support	Priority 1	Application Form / Interview
3 c)	Understanding of academic integrity, ethics, and quality in research	Priority 1	Application Form / Interview
3 d)	Expertise in Leadership and Strategy or Logistics and Supply Chain	Priority 2	Application Form / Interview
3 e)	Experienced and able to publish quality research	Priority 1	Application Form / Interview
3 f)	Experience in developing and delivering successful learning and teaching improvements	Priority 1	Application Form / Interview
3 g)	Experience in developing successful partnership arrangements with industrial and education providers	Priority 1	Application Form / Interview
3 h)	Understanding of the principles of research supervision, including how to support students in developing research questions, selection and implementation of methodologies, and evaluation of results	Priority 2	Application Form / Interview
3 i)	Familiarity with research tools/software (e.g., SPSS, R, NVivo, Stata)	Priority 2	Application Form / Interview
3 j)	Evidence of personal engagement with research, such as co-authoring papers, contributing to projects, or attending academic conferences	Priority 2	Application Form / Interview
4	Personal Qualities		
4 a)	Awareness of the requirements associated with operating within a customer service environment	Priority 1	Interview
4 b)	Commitment to continuous improvement and creative ways of working	Priority 1	Interview
4 c)	Strong interpersonal skills and the ability to foster a supportive learning environment	Priority 1	Interview
4 e)	Able to critically reflect on all aspects of own contribution to the role	Priority 1	Interview
4 f)	Able to successful network with local/national employers and organisations	Priority 1	Interview
5	Other		
5 a)	Willing to undertake staff development, which may take place outside the University	Priority 1	Interview
5 b)	Awareness of the principles of the Data Protection Act, Health and Safety, Freedom of Information Act, Prevent and the Bribery Act	Priority 1	Interview
5 c)	Commitment to the University's policy on equal opportunities and diversity	Priority 1	Interview
5 d)	Available to work flexibly and travel as appropriate in order to meet the needs of the service	Priority 1	Interview

Note:

1. **Priority 1** indicates **essential** criterion – an applicant would be unsuccessful if unable to satisfy all Priority 1 criterion.
2. **Priority 2** indicates **desirable** criterion - applicants failing to satisfy a number of these are unlikely to be successful.
3. It is the responsibility of the employee to ensure any professional accreditation/membership remains current.
4. Employees are expected to have access to suitable IT equipment and broadband internet access at home to work remotely if required