



Further Particulars

Lecturer in Corporate Social Responsibility / Sustainability

School of Management

About the School of Management

The School of Management is the largest department at Royal Holloway, University of London. We have 90 permanent academic members of staff along with 27 professional services and administrative staff; 95% of permanent academic staff have PhDs. Royal Holloway is one of the world's top universities, and was ranked 19th overall in the UK in the 2015-16 [Times Higher Education World University Rankings](#) (THE). The Guide has described Royal Holloway as "truly world class."

The School has an international faculty with a range of nationalities from core regions, especially Europe, Asia, North & South America, and Australasia. This diversity of nationalities underscores the importance that the School places on researching and teaching management as a context-based practice, recognising national and regional variations in both the way management is composed, in the values and institutional structuring of the firm and in the status of business and management.

Diversity also characterises our student profile on both undergraduate and postgraduate programmes which, along with our globally diverse faculty members, provides our programmes with a strong international focus and sound cultural awareness. There is an emphasis on employability and corporate partnerships. This significantly benefits our students who face an increasingly global economy, where cross-national cultural and social awareness are critical to both management action and strategy. The significant number of ABB+ students we attract at undergraduate level gives us a very able undergraduate student body. Controlled growth, especially in postgraduate student numbers, in recent years has helped the School to invest by appointing additional academics, including several new chairs

and early career researchers. We also have a strong and growing PhD programme. The current Head of School is Professor Jeffrey Unerman.

Research within the School of Management

The School of Management's research excellence makes a strong contribution to Royal Holloway's highly-rated research reputation. The School was ranked 14th out of 101 Business and Management Schools in the UK for the quality of our research output in REF 2014, with 74% of our research being judged as world leading or internationally excellent (REF 4* and 3*).

A pivotal strategic ambition for the School of Management is to be within the top 10 UK management schools for quality of research in seven years. To help further develop an already strong, participatory and collegial research culture within the School, we have identified and are supporting the following cross-disciplinary research themes.

- Intercultural and international perspectives on management
- Sustainability, responsibility and ethics
- Working life
- Knowledge management and organisational learning
- Critical and historical perspectives on management

These research themes provide a clearer external identity for the School, with many staff contributing to more than one of the cross-cutting themes. Further information is available at <http://www.rhul.ac.uk/management/research/home.aspx>. We currently also host the Centre for Research into Sustainability. In addition, the School is part of the Technology and Governance Research Network.

Our academic staff regularly publish research in leading international peer-reviewed journals. Our research contributes to theory building, policy and practitioner debates, as well as influencing academics, managers and government policy-makers alike.

We recognise that the capacity to address interesting research questions on important issues has to come before purity or narrowness of method, and different research questions require different methods. We therefore encourage and support a diversity of high quality research methods among our staff, so are open to applicants who specialise in use of any one or more high quality methods and research approaches drawn from across the spectrum. This means we are equally open to applicants who undertake positivist or interpretive research, who use qualitative or quantitative methods.

The School is also committed to providing a happy, friendly and collegial atmosphere and a vibrant research culture. We have a programme of research seminars held throughout the academic year, and host external workshops and conferences on campus. Each research-active member of academic staff also has access to a generous annual research and conference allowance.

For doctoral research, the School has excellent research supervision capabilities across a wide range of doctoral topics covering contemporary and historical issues in business and management pertinent to the creation and sustainability of social and economic value. PhD projects undertaken in the School of Management cover diverse industry sectors (e.g. banking, high-tech, retailing, tourism, music, public organisations, non-profit organisations, etc.) spanning a wide range of geographical areas, such as Asia-Pacific, Middle East, Africa, South America, and Eastern Europe. We are committed to training the next generation of scholars for employment in academia, government, and the private sector. We currently have about 70 PhD students both full and part-time.

Teaching within the School of Management

We have a strong commitment to high-quality research-informed and research-led teaching in the School of Management. The School views management and business as sets of activities and processes that take place in society and, in many ways, for society. The stress on business in society means that we recognise a need for sensitivity to the field of business and management as an agency, process and set of institutional arrangements that are variable, rather than standardised. The stress on business for society means emphasising the importance of multiple stakeholders within the firm and not privileging one agent, whether managers, owners, customers or employees. It means being conscious of the place of all agents as well as the wider importance of sustainability of business for a society, region or locality.

This approach leads to researching and teaching management as context-enabled, context-dependent and context-responsible – firms and organisations both shape and are shaped by societies, hence they must give something back and not just take out of societies. Colleagues have undertaken fieldwork or workplace-based case studies across organisations in Europe, South America, Africa and Asia, thus bringing into the classroom their own case studies of the dynamic, diverse and rapidly changing nature of business and management.

At the heart of our teaching practice is the student learning experience. We encourage diverse assessment methods to help students develop a wide range of skills and knowledge base for their future careers. As a group of academics, we are reflective and open to different

teaching methods and share best practice regularly in a collegial manner. Our central learning management system is Moodle for assignments, discussion forums, grading assignments, online quizzes, wikis and other teaching materials. To engage large groups of students in our lecture theatres, we have adopted the latest technology using 'Turning Point' and regularly video our lectures to aid student learning. Similarly, we have adopted the latest technology to improve the quality of student feedback

Day-to-day delivery of individual courses is devolved to Subject Groups that are organized around functional subject areas. Each member of academic staff is allocated to one of five Subject Groups.

- Accounting, Finance and Economics
- Marketing
- Organisation Studies and Human Resource Management
- Strategy, International Business and Entrepreneurship
- Technology and Information Management, including Operations Management and Information Systems

The School has an undergraduate offering comprising a single honours BSc in Management with a suite of specialist pathways through the degree, each leading to a different named award. The School also has a range of Masters programmes, including three joint degrees with other departments at Royal Holloway. In recent years we have increased the number of Masters students through the development of several new programmes as part of a strategy to diversify the portfolio of offerings in the School and to grow new staff and research capacity. The strategy has been for each Subject Group to own at least one Masters programme, with larger groups taking responsibility for more than one.

The School's Masters Degrees in International Management (MSc and MBA) have been accredited by The Association of MBAs (AMBA) since 2005.

The Faculty of Management & Economics

The School of Management, along with the Department of Economics and School of Law, form the Faculty of Management, Economics and Law at Royal Holloway. The Faculty provides an influential platform for first class research, teaching and consultancy. Our ethos is built around our commitment to furthering knowledge at undergraduate and postgraduate levels, stimulated by original research and effective collaborations with local and international businesses, governments and public services. We aim to provide an understanding of the modern world and equip students with the skills necessary to succeed

in the careers of the future. Our diverse programmes of undergraduate and postgraduate study are taught by world-class researchers and experts within the field. Professor Bob O’Keefe is the Faculty Dean and one of Royal Holloway’s Vice Principals.

Person Specification and Job Description

JOB DESCRIPTION

Lecturer or Reader in Corporate Social Responsibility / Sustainability

Main Purpose

Lecturers are expected to teach and supervise at undergraduate and postgraduate level, taking full responsibility for the design, management and delivery of their teaching. Lecturers are expected to undertake research in line with their School’s research strategy, with a growing reputation in their field of expertise. They will also participate in administration as requested by the Head of School.

The key objectives and principal accountabilities for a lecturer are as follows:

- To design and deliver high quality teaching programmes and/or courses, including distance learning and overseas delivery.
- To engage in individual and collaborative research activity resulting in high quality outputs, including those to be submitted to the Research Excellence Framework (REF) or its equivalent.
- To play a significant role in School and College activities including administrative duties as required.
- To play a role in external engagement and impact by contributing to the quality of life and/or the economy through application of subject expertise and knowledge in practice (i.e. commerce, public institutions, industry, third sector).

Main Contacts

Main contacts are students, other members of academic and administrative staff within the School and College and academics in the field in other institutions.

Duties and Responsibilities of the Post

1. Research and Scholarship

- Develop research objectives and proposals for individual or collaborative research, with the assistance of an appropriate mentor if required.

- Conduct individual and collaborative research projects.
- Produce high quality research outputs for publication in recognised high profile journals, policy documents or monographs, and contribute to the School's REF submission.
- Lead small research projects to include supervising the work of others and managing/monitoring a research budget.
- Present at conferences and/or exhibit work at other appropriate events.
- Identify sources of funding and contribute to the process of securing funds.
- Be active in learned societies as appropriate.
- Update knowledge and understanding in area of specialism and transfer this current knowledge into programmes and courses of study.
- Supervise PhD and other research students in line with disciplinary norms.
- Engage in continuous professional development.

2. Teaching, Learning and Student Support

- Deliver high quality teaching across a range of programmes/modules at all levels of student through lectures, tutorials, workshops and seminars. This may include distance learning and overseas delivery.
- Design and deliver sound and, where appropriate, innovative approaches to the learning experience for students with the intention of challenging preconceptions and fostering debate. Develop the ability of students to engage in critical discourse, articulate self expression and reasoned argument.
- Plan and deliver high quality teaching using a range of techniques to inspire and engage students.
- Identify learning needs of students and define appropriate learning objectives.
- Design and develop own teaching materials, with guidance if required.
- Supervise the work of students, including field trips/placements where appropriate.
- Undertake and complete administrative duties required in the professional delivery of teaching.
- Set, mark, and assess work and examinations; select appropriate assessment instruments and criteria; and provide constructive and comprehensive feedback to students.
- Undertake Personal Tutor duties, and/or provide first-line support for sensitive issues, referring on as appropriate to services providing further assistance.
- Adopt an approachable and accessible attitude towards students, offering office hours, informal advice etc.

3. Leadership, Enhancement, External Engagement and Impact

- Attend and contribute to School and College meetings.
- Assist with undergraduate and postgraduate recruitment.
- Participate in School or College working groups or Committees, as required.
- Engage in School activities such as attendance at open days or applicant visit days.
- Advise and provide support to less experienced colleagues.

- Build internal contacts and participate in internal networks for information, research purposes and to form relationships for future collaboration.
- Participate in external networks, for example to identify sources of funding, contribute to student recruitment, be active in learned societies and or professional bodies, secure student placements, market the institution, facilitate outreach work, generate income, obtain consultancy projects, or build relationships for future activities.

4. Undertake additional duties, as required by the Head of School, consistent with the status and grading of the post.

Any other duties as required by the line manager or Head of School that are commensurate with the grade.

As the needs of the College change so the above job profile, duties and location of the role within the Faculty and/or the College will be adjusted accordingly.

PERSON SPECIFICATION FORM

| CRITERIA | ESSENTIAL (E) or DESIRABLE (D) | TESTED BY (Application Form, Interview, Test, Presentation etc) |
|---|--------------------------------------|--|
| QUALIFICATIONS AND TRAINING | | |
| Educated to doctoral level in Corporate Social Responsibility / Sustainability or a related subject | E | Application form |
| RESEARCH EXPERTISE | | |
| Research expertise that clearly contributes to and/or complements existing research strengths in the School | E | Application form/Interview |
| A developing track record of good quality outputs that have been published in peer-reviewed outlets in Corporate Social Responsibility / Sustainability | E | Application form/Interview |
| Clearly demonstrated potential to develop and sustain a record as lead author of high quality outputs in leading peer-reviewed journals and/or other top quality peer-reviewed outlets in Corporate Social Responsibility / Sustainability. | E | Application form/Interview |
| Clear and credible plan for substantive research projects in the medium and long term in Corporate Social Responsibility / Sustainability. | E | Application form/Interview |

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|---|----------|----------------------------|
| Clear evidence of ability to compete successfully for resources to support research as appropriate to the discipline. | D | Application form |
| Evidence of building networks and relationships at a national or international level. | E | Application form/Interview |
| Successful track record of supervising postgraduate student research projects. | D | Application form |
| TEACHING EXPERIENCE | | |
| Experience of, and excellence in, high-quality teaching at undergraduate and/or postgraduate level in Corporate Social Responsibility / Sustainability. | E | Application form/Interview |
| Excellent interpersonal skills, with the proven ability to teach and engage with students using a variety of different methods. | E | Application form/Interview |
| Experience of successfully coordinating teaching and learning activities. | E | Application form/Interview |
| SPECIFIC SKILLS, EXPERIENCE AND KNOWLEDGE | | |
| Experience of effective team working | E | Application form/Interview |
| Excellent communication and presentation skills, with the proven ability to communicate effectively, both verbally and in writing, with students, colleagues and external audiences | E | Application form/Interview |
| Willingness to participate as an active and good citizen in the School. | E | Interview |
| CAPACITY FOR CAREER DEVELOPMENT | | |
| Commitment to continuous professional development | E | Interview |

Job Benefits

27 days, in addition to 8 statutory bank holidays. At the College's discretion there will be 6 additional days shared between Christmas and Easter, when the College is closed.

We offer a wide a wide range of staff benefits, including, Pension, sabbatical leave, training and development, assistance with removal and relocation, and childcare.

Other Information

Royal Holloway is an Equal Opportunities employer is committed to equality and diversity, and encourages applications from all sections of the community.

www.rhul.ac.uk/humanresources/equalops.aspx

Obligations as an Employee

- To undertake such research, teaching and administration as may reasonably be required by the Head of School, his or her nominated Deputy, or the College. Note that the Head of School reports to the Dean of the relevant Faculty, who reports to the Principal.
- Academic staff are required to advance their subject by research and other means. Attendance at meetings of College and University bodies of which academic staff are members is regarded as an important part of the work.
- Modification of any terms relating to the appointment will be specified in the letter of appointment.

About the University and Campus

'Royal Holloway, University of London is committed to providing an environment which nurtures research, learning and teaching of the highest quality, and which advances knowledge, the personal development of its students and staff, and the public good, locally, nationally and throughout the world.' Paul Layzell, Principal RHUL



- Royal Holloway has 8,619 students (including visiting and exchange) from more than 100 countries.
- Over 1,900 are postgraduates on a variety of taught and research degrees.
- Just over 20 per cent of students are from outside of the European Union.

- There are currently 2,300 members of staff working at Royal Holloway across academic, administrative and support areas.
- Royal Holloway has 3 Faculties – Arts and Social Sciences; Management, Economics and Law; and Science

The College is currently undertaking a multi-million pound investment programme in infrastructure, which includes a new multimillion pound library complex due for completion in 2017.

Royal Holloway was ranked 129th in the 2015-16 [Times Higher Education World University Rankings](#) (THE) published in October 2015, and ranked 19th overall in the UK.

The 25th edition of The World List of Universities and Other Institutions of Higher Education lists over 16,000 higher education institutions globally. This places Royal Holloway within the top one per cent of all higher education institutions in the world.

Royal Holloway is ranked in 19th place in the world* (ninth in the UK) in the category of 'International Outlook', recognising our broader outlook as a global university. The rankings use three separate indicators to judge this category - proportion of international staff and students and research in terms of papers that are co-authored with at least one international partner.

*among the top 200 institutions 'overall' in the world.

In the **Research Excellence Framework (REF)**, published on 18 December 2014, it was confirmed that Royal Holloway sits within the top 25 per cent of UK universities for research rated as 'world-leading' and 'internationally excellent'.

Our successes include:

- 81 per cent of our research is within the world-leading (4*) or internationally excellent (3*) categories: an increase of more than 20 per cent from RAE 2008.
- In addition, 30 per cent of our research is classed as 4*, the highest category.
- Geography is ranked the top Geography department in England for 4* and 3* research.
- Six of our departments are in the top 10 for 4* and 3* research, including Earth Sciences (second), Psychology (fourth), Mathematics (fifth), Music (fifth), Media Arts (ninth) and Drama and Theatre (10th).

Our results are testament both to the hard work and dedication of our staff and the investment that the College has made in recent years.

Location

Benefiting from being part of the University of London, but with all the advantages of a campus based university in leafy Surrey, Royal Holloway is within easy access of London (35mins by Train from Waterloo) and 3 miles from Junction 13 on the M25.