The University Of Sheffield.

Management School

Faculty of Social Sciences

Skills Developer

Pursue the extraordinary

Overview

The Faculty of Social Sciences is a large and diverse grouping of thirteen departments, including 'classical' social science departments, but also several other major subject areas, some of which are distinctive to Sheffield. This rich and exciting disciplinary mix, encompassing both world-leading academic research and education and also a strong practitioner focus in particular areas, uniquely positions the faculty among Sheffield's peer institutions.

About the Department

Sheffield University Management School, the Faculty of Social Sciences' largest department, has achieved accreditation from the three largest and most influential business school associations: AACSB, AMBA and EQUIS.

The Management School operates within a University and Faculty with a world-class research reputation and ambition.   As such, the School has cutting-edge research at the heart of its activities and as the base of its strategic focus.   Our vision is to use this research base to be recognised as a leading international management school known for delivering an outstanding student experience and impactful socially-responsible research in a collegiate learning environment. We are proud to deliver intellectually rigorous cutting-edge research, and excellent teaching and learning in a stimulating, innovative environment. Through the distinctiveness of our graduates, excellence of our staff, and network of international partners, we seek to inform the practice of management, and to make a difference to our global community.

The mission of Sheffield University Management School is to develop knowledgeable and employable students, promote socially-responsible work practices and have a positive impact on organisations and society throughout the world.   We sustain a research-intensive environment that creates, advances and disseminates knowledge with respect to management inquiry, for the benefit of students, private and public sector organisations and society in general. Our relocation to a fully refurbished building in June 2013 provides modern facilities in which to achieve our ambitions.   We currently employ over 110 academic staff who are supported by a Professional Services team of over 40 staff whose remit covers the administrative function of the School.

Our website offers more information about all aspects of the School's activity. Please see www.sheffield.ac.uk/management for more details.

Job Role

The "Behaviour in Teams" (BiT) project began in 2015 as a post-doctoral fellowship examining how behaviour in team meetings can predict team performance, and whether providing feedback to teams and individuals can lead to changes in behaviour over a series of meetings. More broadly, it seeks to develop methods that can assist in students and others learn how they can work more effectively in teams.

Its principal methodology is an observation and coding scheme in which team meetings will be witnessed by an external observer, who codes each interaction using a bespoke app. This allows data

to be fed back to individuals and teams after each meeting, and changes in behaviour over the course of a week's meetings, as well as team performance, perceptions of team working, and perceptions of each team member's contribution analysed. In 2017 we observed 165 undergraduate engineering student teams engaged in intensive, week-long modules, and were also able to examine experimentally how providing teams with feedback affected behaviour compared with not giving feedback.

The project is now being expanded so that the method developed can be rolled out to more settings, with more flexibility. As part of this expansion, the core team is being expanded to include three behavioural researchers, an information manager/programmer, and this post – a Skills Developer. You will play a key role in designing instruction both for students undertaking team tasks, via brief sessions embedded within week-long or similar modules, and for observers being trained in observing teams, coding, and giving feedback.

The project is funded by Sheffield alumnus (and visiting Professor) Neil Rackham, who plays an active role in the development of the research. The project is being led by Professor Jeremy Dawson, and in addition to the five full-time posts, Professor Rod Nicolson (Edge Hill University and visiting Professor at Sheffield) and Rose Evison (visiting Research Fellow) also play key roles in the team.

Job Description

Main Duties and Responsibilities

You will play a key role in designing instruction for both students (undertaking team tasks) and observers (being trained in observing teams, coding, and giving feedback). It will be part of the wider team, seeking to answer the broad research question "What behaviours within team meetings best predict team outcomes?". Specific responsibilities of this post include:

- To work with other members of the research team to create an overall structure for the training of observers
- To design specific elements of observer training, including (but not limited to) training materials, instructional videos, individual and group exercises (both for face-to-face settings and online environments), in order to teach observers about different categories of team behaviour
- To work with other team members to plan, design, script and record example meetings for coding exercises
- To be instrumental in designing the overall student experience in specific undergraduate Engineering modules, and any other relevant situations, to ensure that learning about team behaviour categories, and feedback on observation, is conducted successfully
- To create materials for student instruction including (but not limited to) videos, team exercises and other sources of information to aid learning about team behaviours
- To evaluate the success of the design and materials created, and continuously improve their effectiveness, refining systems as appropriate.
- To work with all other members of the BiT research team to ensure team objectives are fulfilled
- As a member of our Professional staff you will be expected to demonstrate a commitment to the professional behaviours set out in the Sheffield Professional Framework. Please follow this link for further information: Sheffield Professional Framework.

- Any other duties, commensurate with the grade of the post.

Person Specification

Applicants should provide evidence in their applications that they meet the following criteria. We will use a range of selection methods to measure candidates' abilities in these areas including reviewing your on-line application, seeking references, inviting shortlisted candidates to interview and other forms of assessment action relevant to the post.

	Criteria	Essential	Desirable
	Qualifications and experience		
1.	A good honours degree, or equivalent experience	X	
2.	A PhD in education, psychology or other relevant subject, or equivalent experience		X
3.	Experience of working in an educational setting, including a good knowledge of student experience	X	
4.	Experience of curriculum design or equivalent	X	
5.	Experience of working within a research team	X	
6.	Experience of large scale instructional design		X
	Communication skills		
7.	Excellent and fluent communication skills, both written and verbal	X	
8.	Ability to write material that can be easily understood by students from different disciplinary backgrounds, including students who are not native English speakers	X	
9.	Interpersonal skills to conduct effective working relationships	X	
	Team working		
10.	Ability to work as part of a multi-disciplinary team, as well as independently	X	
	Problem solving and decision making		
11.	Ability to develop creative approaches to problem solving	X	
12.	Able to contribute innovative, unconventional ideas to broader discussions		
13.	Ability to make decisions based on critical analysis of all relevant issues	X	
	Project management		
14.	Ability to assess and organise resources, and plan and progress work activities	X	

	Personal effectiveness		
15.	Ability to show personal initiative, reliability, and attention to detail	X	
16.	Ability to work in a high-paced, demanding environment	X	
17.	Flexibility in both thinking and performing tasks	X	
18.	Ability to handle multiple simultaneous demands and activities	X	
19.	Enthusiasm for both student experience and research	X	

Further Information

This post is fixed-term with a start date as soon as possible, and an end date of October 2019.

This post is full-time:
This role has been identified as a full-time post, but we are committed to exploring flexible working opportunities with our staff which benefit both the individual and the University (See www.sheffield.ac.uk/hr/guidance/flexible/arrangements). Therefore, we would consider flexible delivery of the role subject to meeting the business needs of the post. If you wish to explore flexible working opportunities in relation to this post, we encourage you to call or email the departmental contact listed below.

Reward and Recognition – The Deal

Terms and conditions of employment: Will be those for Grade 7 staff.

Salary for this grade: £30,688 - £38,833 per annum.   Potential to progress to £42,418 per annum through sustained exceptional contribution.

The Deal is the pay, rewards and many benefits you earn for being a valued member of our University and by being ambitious and performing at your best.

If you join the University you will have access to The Deal and your own personalised pay, reward and benefits portal where you can access a comprehensive selection of benefits and offers to suit your changing lifestyle needs, for example childcare vouchers, Cycle to Work initiative, shopping discounts along with access to extensive development and training options – over a third of staff work in Investors in People (IiP)

To find out more visit www.sheffield.ac.uk/hr/thedeal/benefits

Through The Deal we are committed to making the University a remarkable place to work and we

support this through a number of sector leading initiatives such as Juice and Sheffield Leader.

Our innovative Health and Wellbeing programme, Juice, promotes happiness and wellbeing through a broad range of inclusive activities (www.shef.ac.uk/juice)

Our leadership development has been designed to ensure that our leaders have the knowledge, skills and behaviours needed by the University (www.sheffield.ac.uk/hr/sld/sheffieldleader).

We are also proud of our award-winning equality and diversity action which enhances working life for all. 92% of staff tell us they are treated with fairness and respect (staff survey 2016) www.shef.ac.uk/hr/equality

In our staff survey (2016) 94% of staff said they were proud to work for the University and 89% of our staff would recommend the University as an excellent place to work. To find out more about what it's like to work here have a look at our webpages, http://remarkable.group.shef.ac.uk/, www.sheffield.ac.uk/staff/survey and www.sheffield.ac.uk/jobs/staffbenefits

Closing date: For details of the closing date please view this post on our web pages at www.sheffield.ac.uk/jobs

Informal enquiries:

For informal enquiries about this job and the recruiting department, contact: Jeremy Dawson on j.f.dawson@sheffield.ac.uk

For administration queries and details on the application process, contact the lead recruiter: Kathryn Hewitt on k.hewitt@sheffield.ac.uk.

For all online application system queries and support, visit: https://www.sheffield.ac.uk/jobs/applying

Health assessment: All new employees will undertake a Health Assessment Questionnaire. The questionnaire is to assess the individual's fitness for the job role which they have been offered and ensures appropriate health advice and guidance can be provided. The assessment will be carried out on behalf of the University by Health Management Limited (HML).

Selection-Next Step

Following the closing date, we will contact you by email to let you know whether or not you have

been shortlisted to participate in the next stage of the selection process. Please note that due to the large number of applications that we receive, it may take up to two working weeks following the closing date before the recruiting department will be able to contact you.

The University of Sheffield is committed to achieving excellence through inclusion.

The University of Sheffield is proud to be a Two Ticks employer
www.sheffield.ac.uk/hr/equality/support/twoticks

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