



The  
University  
Of  
Sheffield.

About  
The  
Job.

**Department of Urban Studies & Planning**  
**Faculty of Social Sciences**

**Lecturer**

**Pursue the extraordinary**

# Overview

The Faculty of Social Sciences is a large and diverse grouping of thirteen departments that offer professional education alongside more traditional social science disciplines. This rich and exciting disciplinary mix encompasses both world-leading academic research and education and a strong practitioner and impact focus in particular areas. It uniquely positions the Faculty among Sheffield's peer institutions as a lively, diverse, and stimulating place to work.

## About the Department

The Department of Urban Studies and Planning (USP) is a world-leading centre for research and education in planning and a range of urban-focused disciplines. It seeks to further the study of spatial planning and other urban disciplines through high quality research and teaching on its array of research-focused and professionally accredited planning and property courses. The Department celebrated its 50<sup>th</sup> anniversary in 2015, and has developed over that time widely-recognised and diverse strengths in urban studies, as well as its continuing strong core in spatial planning.

The Department is internationally recognised as a centre of research excellence, being ranked as the top planning school in the country in the latest UK government Research Excellence Framework 2014. The Department's aim is to become the foremost centre for the study of planning and other urban activities internationally, which is reflected in our core mission:

- to produce excellent and engaged research that will secure our position as the leading centre for research into planning and other urban-focused disciplines;
- to address the pressing societal challenges of our time, working with our partners to ensure our scholarship and teaching makes a difference both intellectually and practically, contributing to place-making and collective problem solving at local, national, and international scales;
- to provide intellectual leadership in pursuing goals of social and spatial justice, based on principles of diversity, equity, participation, and sustainability;
- to create a vibrant environment for learning and to deliver the highest quality teaching, actively involving all students in their learning;
- to play a leading role in shaping planning and other urban-focused disciplines, whilst recognising the importance of working across disciplinary boundaries
- to produce able and well-qualified practitioners and to nurture the reproduction of a strong community of researchers within academia and practice

In pursuing this, we have the advantage of being one of the few independent schools of planning and urban studies in the UK, managing our own budget, resources, teaching programmes, and strategic direction. This has allowed us to shape our own approach to developing knowledge and practice, based on critical research and innovative, engaged pedagogy that ultimately aims to make a positive difference to places. USP is therefore well placed to further strengthen and grow its activities. We are a Department that is shaped by an international outlook and a strong commitment to growing a strong and diverse group of academics who are able to conduct research and teaching that has a significant and positive impact, not only in the UK, but globally.

Our success to date has been built on a tradition of collegiality and a deeply embedded, shared commitment to excellence. USP has developed a reputation within academic and professional communities for education and research programmes characterised by critical engagement at the interface of theory and policy/practice. Our academic staff are drawn from a wide range of social science disciplines and explore a broad range of research subjects, but their interests coalesce around a concern with social and spatial justice. The result is a powerful interdisciplinary research programme that generates knowledge about spatial processes and place-based outcomes and seeks to engage on a constructive basis with policy makers and practitioners. Our teaching, which is widely recognised for its excellence, covers an array of urban-focused subjects, with a strong focus on professional education. Our core teaching remains in the field of planning, but we have also grown courses in urban studies, real estate, urban design, international development, and GIS. Whilst the majority of our teaching is carried out in the Department, we also have strong links with both the Department of Geography and School of Architecture, with whom we offer jointly-taught courses.

## Job Role

Candidates should be able to demonstrate an excellent research trajectory, complementing and enhancing the interests of the Department (including planning; real estate; housing; local economic development; urban design; governance; and participation). We welcome applications from all candidates who are able to deliver excellent research and teaching across urban studies and planning, and are particularly interested in candidates who can lead and develop teaching in the following areas: urban planning, community planning, transport planning, or planning law.

You will be expected to produce high quality academic outputs and to secure research grant income within the department, as Principal Investigator (PI) and Co-Investigator (CI). Lecturers are expected to contribute to the Department's impact agenda through engaging with a range of research users and funders.

You will be expected to lead, develop and teach on undergraduate and postgraduate courses, and to supervise doctoral students. We are committed to excellence in leadership and management, and are seeking to appoint colleagues who demonstrate ambition to take on leadership and administrative roles in line with grades, contributing to the collective enhancement of the Department.

Further information about the Department and its activities can be found on its web pages at [www.sheffield.ac.uk/usp](http://www.sheffield.ac.uk/usp)

## Job Description

### Main Duties and Responsibilities

- Conduct innovative research and scholarship of an internationally excellent standard.
- Participate in collaborative and research group activity within the Department and establish productive research links and collaborations within the wider University and beyond.
- Secure, manage and/or co-manage external research funding to successful conclusion, and manage and monitor the work of research staff as appropriate.
- Disseminate research outcomes through high-impact channels, including academic and professional conferences, as well as in practitioner communities.
- Recruit, supervise, manage and support research students to foster a culture of mutual support and collegiality.
- Design and deliver high-quality, research-led learning and teaching for modules on undergraduate and postgraduate programmes, including: identifying learning objectives, determining appropriate curricula, selecting teaching methods and resources, preparing teaching material, communicating subject matter, encouraging and supporting student inquiry, including supervising dissertation research.
- Conduct assessment of undergraduate and postgraduate student work, including: design of assessment approaches and criteria, provision of formative and summative feedback (oral/written), marking to agreed deadlines.
- Carry out module and programme evaluation and implement teaching quality assurance and enhancement strategies.
- Contribute to teaching-related and other administrative activity within the Department as assigned by the Head of Department.
- Contribute to the department's collegial working environment, the Faculty and wider University community through administrative and leadership responsibilities as appropriate ensuring this is innovative and undertaken to a high standard.
- Demonstrate a strong and growing professional profile and external recognition through

professional activities such as committees, advisory boards, conference organisation, journal editing and external examining, enhancing personal reputation and that of the department.

- Self-generate work through research and scholarship, curriculum development, and innovation in teaching and administration.
- Plan and prioritise own daily work and forward plan up to five years for some tasks. For teaching, plan up to one year ahead, or in the case of significant programme changes or new programmes and modules, up to two or more years ahead of their introduction.
- Deal with reactive requests daily such as those concerning teaching, supervising students and administrative tasks.
- You will make a full and active contribution to the principles of the 'Sheffield Academic'. These include the achievement of excellence in applied teaching and research, and scholarly pursuits to make a genuine difference in the subject area and to the University's achievements as a whole. Further information on the underpinning values of the Sheffield Academic can be found at: [Sheffield Academic](#).
- 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 PhD (or equivalent academic/professional achievement) in a relevant subject area.	X	
2.	Excellent research trajectory, as evidenced through publications in high impact peer reviewed journals and/or other measures.	X	
3.	Track-record of research grant capture, or very strong potential for effective research income generation.	X	
4.	Proven teaching ability or very strong potential for effective teaching in relevant subject areas .	X	
5.	Knowledge and experience of evaluation, development and innovation in research-led learning and teaching.		X
6.	Knowledge and experience of technologies to support learning and teaching.		X
7.	Involvement and profile in relevant research and professional networks, groups or bodies.	X	
8.	Experience of teaching in relevant subject areas at both undergraduate and postgraduate level.		X

9.	Previous experience of working as a Lecturer.		X
10.	Emergent personal reputation and professional standing.		X
<b>Management skills</b>			
11.	Proven ability to lead and manage research activity (e.g. initiate grant applications, manage or co-manage funded research projects successfully to completion, manage research staff etc).		X
12.	Proven ability in the management and administration of teaching.	X	
<b>Communication skills</b>			
13.	Excellent communication skills, both written and verbal including effective use of technology where appropriate.	X	
14.	Excellent interpersonal skills, to liaise effectively with colleagues, students and external stakeholders.	X	
<b>Supporting staff performance</b>			
15.	Experience of supporting staff performance including the development of earlier career researchers, and of reviewing staff performance and progress against objectives.		X
16.	Experience of building and developing a team.		X
<b>Project management</b>			
17.	Experience of managing grants, projects, people & resources.		X
<b>Personal effectiveness</b>			
18.	Experience of developing and maintaining a network of contacts throughout own work area.	X	
19.	Excellent planning and organisational skills, including the ability to undertake administrative duties efficiently and effectively.	X	
20.	Proven ability to work to and meet deadlines.	X	
21.	Proven ability to adapt rapidly to changing circumstances.	X	

## Further Information

**This post is open-ended.**

**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](http://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 8 staff.

**Salary for this grade will be:** £39,324 to £46,924 per annum. Potential to progress to £52,793 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](http://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.



*the***SheffieldLEADER**

Our innovative Health and Wellbeing programme, Juice, promotes happiness and wellbeing through a broad range of inclusive activities ([www.shef.ac.uk/juice](http://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](http://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](http://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](http://www.sheffield.ac.uk/staff/survey) and [www.sheffield.ac.uk/jobs/staffbenefits](http://www.sheffield.ac.uk/jobs/staffbenefits)

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

### Informal enquiries:

For informal enquiries about this job and the recruiting department, contact: Professor Malcolm Tait, Head of Department, [m.tait@sheffield.ac.uk](mailto:m.tait@sheffield.ac.uk) or on 0114 222 6919.

For administration queries and details on the application process, contact the lead recruiter: Simon Beecroft on [s.beecroft@sheffield.ac.uk](mailto:s.beecroft@sheffield.ac.uk) or on 0114 222 6905.

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.

It is anticipated that interviews and other selection action will be held towards the end of May. Full details will be provided to invited candidates.

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](http://www.sheffield.ac.uk/hr/equality/support/twoticks)



The University has achieved the Athena SWAN award for Women in Science, Engineering and Medicine.





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