

## Job Description: Assistant Professor (Research and Education)

Post title and post number	Assistant Professor (Research and Education)
College/Budget Centre	
School/Department	
Full time/Part time	
Duration of the Post	
Salary	
Additional information	
Terms and Conditions	Academic Teaching Staff
Closing Date	
Grade	8

### Information for applicants

**Academic Development Programme** - new Assistant Professors will undertake a 5-year development programme, at the end of which they are expected to be promoted to Associate Professor. The programme consists of a variety of development opportunities and the time to reflect and develop.

### Summary of Role

You will contribute to a range of research, teaching and administration. In addition you will be expected to demonstrate academic citizenship, developing and maintaining generous, mutually respectful and supportive working relationships with all staff and students, and ensuring the way you carry out your role impacts positively on how others can carry out theirs.

Teaching is likely to include a substantial contribution to: (a) the management, development (including programme/module review) and delivery of teaching and assessment; and (b) enhancement of the student experience or employability. The role will typically also involve developing and advising others, including: (a) providing expert advice to staff and students, (b) supervising and examining PhD students, and (c) developing and advising others on learning and teaching tasks and methods.

Research is likely to involve initiating, conducting and disseminating original research. Your research will have measurable outcomes reflect in your growing national (and ideally international) reputation.

Management and administration is likely to involve contributions at Departmental and School level, and/or making an important contribution to some managerial/leadership activities (e.g. working groups) within the University. This may include developing and making substantial contributions to knowledge transfer, enterprise, business engagement, public engagement, widening participation, schools outreach, or similar activities at Department/School level or further within the University.

### Main Duties / Responsibilities

#### Education

Using a variety of methods in teaching and advising individuals and groups of undergraduates, postgraduates, or CPD students, including (as appropriate):

- teaching and examining courses at a range of levels;
- planning and reviewing your own teaching approaches and encouraging others to do the same;
- designing contemporary, inclusive, engaging and academically challenging curriculum content;

- working collaboratively with colleagues to design and deliver teaching, learning and assessment;
- using digital resources/environments effectively to support learning and assessment;
- developing programme proposals and making substantial contributions to the design of teaching programmes more widely;
- where appropriate, undertaking and developing the full range of responsibilities in relation to supervision, marking and examining;
- developing and advising others on learning and teaching tasks and methods;
- developing and making substantial contributions to knowledge transfer, enterprise, business engagement, public engagement activities or similar on own specialism that enhances the student experience or employability and which benefits the College and University;
- devising and supervising projects, student dissertations and practical work.

### **Research**

Planning and carrying out research, including (as appropriate):

- planning and publishing high quality research, including winning financial support;
- project managing research activities, and/or supervising other research staff;
- presenting findings in publications and conference proceedings;
- effectively supervising and mentoring PhD students or early Career Researchers;
- providing expert advice to staff and students within the discipline;
- participating in research-related enabling activities such as adding value to a cross disciplinary network;
- applying knowledge in a way which develops new intellectual understanding; developing and making substantial contributions to knowledge transfer, and enterprise (including business engagement, public engagement) and similar activity that is of benefit to the College and the University, including ensuring that the impact of your activities is realised fully and the impact is documented.

### **Management/Administration**

Contributing to Departmental/School administration, including:

- contributing to the administration/management of research and/or teaching across the Department/School;
- leading and managing a team to devise and implement a new and/or revised process (e.g. new programme or a recruitment drive);
- advising on personal development of colleagues and students;
- making a major contribution to some administrative activities within the University (e.g. appeals panels, working groups);
- managing enterprise, business development, and public engagement activities;
- developing and making substantial contributions to knowledge transfer, enterprise, business engagement, public engagement, widening participation, schools outreach.
- actively manages equality, diversity and inclusion through monitoring and evaluation and actively challenging unacceptable behaviour.

### **Citizenship**

Contributing to an inclusive working environment:

- demonstrating a willingness to be involved in a variety of activities supporting University life (e.g., participation in graduation, Departmental/School committees);
- demonstrating support for colleagues, such as sharing resources, providing advice;
- willingness to volunteer for one-off duties (such as supporting School, Institute, and Departmental projects);

- positively engaging in School strategic initiatives;
- proactive support and involvement in activities specifically contributing to a positive and inclusive community spirit across the School/College/University.

### **Person Specification**

- Normally, a higher degree relevant to the research/teaching area (usually PhD) or equivalent qualifications
- Extensive research/teaching experience and scholarship within subject specialism
- Proven ability to devise, advise on and manage learning/research
- Skills in managing, motivating and mentoring others successfully at all levels

### **Teaching**

- Ability to design, deliver, assess and revise teaching programmes
- Extensive experience and demonstrated success in developing appropriate approaches to learning and teaching, and advising colleagues
- Experience and success in knowledge transfer, enterprise and similar activity that enhances the student experience or employability

### **Research**

- Experience and achievement reflected in a growing reputation
- Extensive experience and demonstrated success in planning, undertaking and project managing research to deliver high quality results
- Extensive experience of applying and/or developing and devising successful models, techniques and methods
- Experience and achievement in knowledge transfer, enterprise and similar activity

### **Management Administration**

- Ability to contribute to School/Departmental management processes
- Ability to assess and organise resources effectively
- Understanding of and ability to contribute to broader management/administration processes
- Experience of championing Equality, Diversity and Inclusion in own work area
- Ability to monitor and evaluate the extent to which equality and diversity legislation, policies, procedures are applied
- Ability to identify issues with the potential to impact on protected groups and take appropriate action