



## Job Description & Person Specification

<b>Post title:</b> Associate Professor	<b>Post No:</b> 009637
<b>School or Department:</b> Nottingham Business School/Department of Management	<b>Date created:</b> October 21
<b>Grade:</b> J	<b>Hours per week:</b> 37
<b>Fixed term end date</b> (if applicable):	
<b>Other requirements of the role:</b>	
<b>Immediate line manager:</b> Head of Department	
<b>Title &amp; Grade of posts line managed by postholder:</b> Designated lecturing and/or research staff	

**Job purpose:** To contribute through academic leadership and appropriate research, scholarship and practice activity to the standing of the School and NTU and to the furtherance of the School's operational plans and the University's strategic plan.

To support the Head of Department in operational and strategic management and to provide full line management for all designated staff.

*Note: At Nottingham Trent University, the job of Associate Professor is aligned to one of three career pathways: Teaching and Research; Teaching and Scholarship; or Teaching and Practice. The majority of the duties in this job description apply to all three pathways. Any responsibilities which apply to an Associate Professor within a specific career pathway are shown in italics with the pathway denoted.*

**Principal duties and responsibilities:** The role will encompass all of the following, but the balance of duties and responsibilities will be determined in discussion with the post holder's line manager:

### A) Subject Area

1. Sustainability
2. Corporate Social Responsibility

### B) Principal Duties

1. To engage in and publish significant research and/or and pedagogic innovation recognised nationally, and on occasion internationally, and to disseminate the outcomes of research as appropriate on a regular basis.
2. To undertake activity which enhances the post-holder's external esteem on a national, and emerging international basis, such as: research collaborations with external bodies; contributing to key pedagogic or practice-based and multi-disciplinary networks; initiating and developing effective teaching or practice-based collaborations with external bodies; peer review activities; advising and providing expert opinion; contributing to significant national/international conferences; undertaking external consultancy activities; holding visiting titles/awards; and working for research councils and/or other funders of research.
3. To undertake academic, research and/or and professional practice activity which creates impact within the University and/or a subject discipline at national level.

4. Establish and maintain effective relationships with other academic institutions, relevant professional bodies, or commercial/industrial organisations.
5. To lead on activity which builds learning and teaching or research capacity, e.g. coordinating special projects/initiatives, achieving demonstrable enhancements in teaching as a result of mentoring junior colleagues within the field of expertise, leading teams and internal networks within area of responsibility.
6. To procure grant and/or contract funding for research, consultancy and/or external collaboration projects and to manage and execute such projects.
7. To secure research income as a PI or CoI and attract external funding for research staff and students.
8. To lead and/or support the development of research, scholarship, entrepreneurial and/or commercial activity and to contribute to the Department/School budget by supporting the Head of Department or other senior colleagues with the planning and development of third stream income generation activities.
9. To develop and deliver practice informed teaching at undergraduate and/or postgraduate levels utilising appropriate teaching, learning, support and assessment methods and the provision of pastoral care.
10. To contribute to the development and implementation of the research strategy within the School, e.g. coordinating a research group or contributing significantly to research committees. To attract, recruit and supervise postgraduate students and postdoctoral researchers.
11. To contribute significantly to the development of the curriculum based on research, professional or consultancy expertise.
12. To provide academic leadership and first line management for designated lecturers/senior lecturers and any other staff, including induction, mentoring, probation, absence management processes, teaching observation and appraisals but excluding responsibility for managing any formal processes. To play a supportive role to the Head of Department in staff development, performance management and any other people management matters.
13. To undertake academic management duties appropriate to the post across the subject area, providing support for colleagues as appropriate. These duties may include: recruitment and selection; involvement in management processes and training; Health and Safety Risk Assessments; admissions; workload planning, timetabling and efficient resource utilisation across the subject area.
14. To participate in meetings with the Head of Department and other senior staff and to chair these meetings as required in the absence of senior colleagues. Attend other relevant meetings as necessary, for example, chairing and participating in institutional committees which include staff at a more senior level.
15. To be responsible for ensuring that all University Policies and Procedures are appropriately applied and followed within the areas of responsibility of the post.
16. The post holder may be required to undertake any other duties which may reasonably be required as within the nature of the duties and responsibilities of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the Job Description in specific terms.

**N.B.** The post-holder may be required to undertake any other duties which may reasonably be required as within the nature of the duties and responsibilities of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

## Personal Attributes

Attributes	Essential	Desirable
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<p><b>Knowledge</b></p>	<p>Recognised excellence and reputation within specialist subject area among peers in the UK and internationally.</p> <p>Knowledge of the research ethos and/or pedagogic innovation, curriculum developments, contemporary teaching practices, market intelligence and resources in Higher Education, with the ability to transfer this knowledge into implementation of School planning.</p> <p>Thorough understanding of research applications within the field of responsible and sustainable business.</p>	<p>Specialization in corporate social responsibility and sustainability.</p> <p>Knowledge of international developments in the field of responsible and sustainable business.</p>
<p><b>Skills</b></p>	<p>Good interpersonal skills and an ability to communicate complex ideas effectively to students using a variety of teaching methods.</p> <p>Ability to teach at Undergraduate and Postgraduate levels.</p> <p>Excellent technical skills and fully conversant with appropriate industry standard software/professional practices.</p> <p>Ability to lead, manage and undertake scholarly or practice-related activity and/or research in the discipline.</p> <p>Ability to effectively lead and manage teams.</p> <p>Good administrative, IT and analytical skills.</p> <p>Proven planning and organisation skills.</p> <p>Proven academic leadership, with evidence of disseminating pedagogic practice and mentoring junior colleagues.</p> <p>Ability to prepare successful bids for external funding.</p>	
<p><b>Experience</b></p>	<p>Experience of teaching or leading the development of post-graduate and/or undergraduate programmes.</p>	<p>Experience of line managing staff.</p> <p>Relevant consultancy experience and dissemination of research or consultant to clients.</p>

	<p>Experience of procuring and managing research or other income grants and/or consultancy/collaborative contracts.</p> <p>Proven experience of leading and managing teams.</p> <p>Experience of administration and organisational responsibilities within a Higher Education environment.</p> <p>Experience of contributing to, or leading research teams, developing research proposals and managing research projects.</p> <p>Experience of supervision of postgraduate students.</p> <p>Substantial record of high quality publication at national and international level.</p>	<p>Experience of research-based innovation in curriculum development.</p> <p>Experience of developing and managing knowledge exchange activities.</p>
<p><b>Qualifications</b></p>	<p>PhD qualification in the relevant subject area.</p> <p><i>Senior Fellowship of the Higher Education Academy (HEA)</i>  <i>[Note: Newly appointed Teaching &amp; Scholarship and Teaching &amp; Practice Associate Professors who do not already hold Senior Fellow of the Higher Education Academy will be required to achieve this within 12 months of appointment.]</i></p> <p>Fellowship of the Higher Education Academy (HEA)  <i>[Note: Newly appointed Teaching &amp; Research Associate Professors who do not already hold Fellow of Higher Education Academy will be required to achieve this within 12 months of appointment.]</i></p>	<p>A relevant professional qualification.</p> <p>Membership of relevant professional bodies.</p>

## Competencies

### Essential Competencies

**Leading and Coaching (Level 3)**

Is visible and publicly champions initiatives to provide direction. Takes responsibility for an area of work and for its outputs. Makes time to get to know people and motivate them. Regularly reviews performance of self and others.

**Organisation and Delivery (Level 3)**

Takes account of organisational priorities to ensure that operational and strategic plans are being implemented and achieved.

**Communicating and Influencing (Level 3)**

Communicates effectively with a wide range of diverse internal and external stakeholders, influencing and negotiating change. Networks internally to keep ahead of developments.

**Team Working (Level 3)**

Leads aspects of team work, seeking and implementing improvements to the team's outputs/service and developing colleagues within the team. Challenges colleagues.

**Creativity and Innovation (Level 3)**

Reviews, tests and implements new concepts, models and approaches to practice in support of service implementation and delivery

**Entrepreneurial and Commercial Focus (Level 3)**

Spots and progresses business opportunities and opportunities for collaborative working externally and internally. Challenges assumptions and the status quo in order to enhance competitive advantage. Tracks competitor activity.

[N.B All competencies should be drawn from the NTU Competency Framework which can be found [here](#)]

**Job Description and Person Specification created by:** D Allcock Head of Department

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