**JOB DESCRIPTION**

**Job Title:** Associate Professor(Research Career Pathway)

**Grade:** AC4

**Department:** xxx

**Responsible to:** xxx

**Responsible for:** xxx

**Key Contacts:** xxx

**Standard Occupational Classification (SoC code):** xxx

**Non-Contractual Nature of Role Profile:** This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.

**PURPOSE OF ROLE**

To provide leadership of Research and Enterprise activity at Faculty and Departmental level and implement strategies and plans to promote research excellence. As a lead figure in the national or international academic community, the successfully candidate will provide strategic leadership at Department and Faculty level in achieving a complex set of outcomes for academics, students and employers. Income generation is critical as an enabler, as well as the ability to add value to the University’s objectives in relation to enterprise and research.

The post holder is expected to have, and maintain strong stakeholder relationships at regional, national and international level, across their research disciplines; with a proven track record of publication at a high level and obtaining funding. The post holder will be expected to provide leadership and to set standards of excellence.

*Post holders are expected at this level to build on those at previous levels, to demonstrate emerging leadership in a subject area and local, national and international reputation and impact.*

**KEY ACCOUNTABILITIES**

**Team Specific:**

* Responsibility for the integration of leading research and enterprise work or expert input into widely used published teaching or professional training materials.
* Participate and contribute significantly to the development of research training programmes or novel taught programmes, at the leading edge of the discipline.
* Lead on the supervision of student research at various levels.
* Leading the acquisition and management of substantial research resources.
* Lead the supervision of research students at doctoral level.
* Lead research at Department or Faculty level including the development and implementation of strategy policy and plans.
* Contribute to the development of the academic discipline.
* Develop, mentor and lead research group including research students, research assistants/fellows and possibly early career academics.
* Development and leadership of research with internal or external partners.

**Generic:**

* Clear recognition and esteem as a leading figure by the international academic or community in their specific subject.
* Have overall accountability for the acquisition and management of external research resources.
* Integration research and scholarship into published teaching or training materials.
* Maintain high professional standing in their discipline and to develop further their own scholarly profile, including a program of high quality research, disseminated primarily in high quality refereed academic journals or similar avenues appropriate for the subject.
* Efficiently implement approved policies, guidelines and standard operating procedures in relation to own academic duties.
* Maintain an overview of the welfare, progression, examination and assessment of allocated students.
* To keep abreast of development within the disciplines and profession and seek continuous improvement of own professional practice.
* Undertake other such duties as may from time to time be directed by the Head of Department and PVC**.**

**Managing Self:**

* Develop expertise in research led teaching with an increasing degree of autonomy.
* Keep abreast of developments within the field and seek continuous improvement of own professional practice.
* Actively participate in established professional development framework activities.
* Behave in a manner which reflects the University values and creates a positive environment for work and study.
* Maintain a high standard of student engagement and satisfaction.
* Seek to maximise the learning outcomes of students.

**Core Requirements:**

* Adhere to and promote the University’s policies on Equality, Diversity and Inclusion and Information Security.
* Ensure compliance with Health & Safety and Data Protection Legislation.
* Support and promote the university’s Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible.
* Adhere to current legal requirements and best practice relating to digital content and accessibility, including Web Content Accessibility Guidelines when creating digital content.

**Additional Requirements:**

Undertake any other duties as requested by the line manager or appropriate senior manager, commensurate with the grade (Any other duties commensurate with the post and grade as agreed with the Head of Department and PVC of the Faculty).

This is a professional, demanding role within a complex organisation with an ambitious strategic plan and agenda for change. The role holder will be expected to show flexibility in working arrangements, including working hours, to ensure that the [Name of service area] delivers the required level of service.

**KEY PERFORMANCE INDICATORS:**

Performance Indicators will be established in consultation with the Head of Department and PVC as part of the post holder’s annual Appraisal and Professional Development Review and with due regard to the University’s KPIs.

**KEY RELATIONSHIPS (Internal & External):**

xxx

**PERSON SPECIFICATION**

**EXPERIENCE:**

**Essential Criteria**

* Thorough understanding of HE in the UK and in a business enterprise role.
* Good knowledge of key policy issues at institutional, national and sector-wide level.
* Proven track record of publishing a sustained body of outputs with international impact at the highest levels of international excellence including world leading work as corresponding or senior author.
* Proven, sustained track record of successful supervision of research activities of students at various levels.
* Proven track record of winning external funding bids.
* Proven track record of leading research teams and successful supervision of PhD students.
* Proven track record of implementing research and enterprise strategies and policies.
* Proven track record of working with and managing complex, diverse public and private sector stakeholder relationships at national and regional levels.
* Experience of strategic planning and managerial leadership.
* Working knowledge of quality assurance/ enhancement and academic standards.
* Experience of influencing academics, researchers and employers.

**Desirable Criteria**

* Management of research project.

**SKILLS:**

**Essential Criteria**

* Good knowledge of the mechanisms for Higher Education funding.
* Well-developed organisational and management skills.
* Able to develop and implement staff training.
* Well-developed interpersonal skills and ability to motivate others.
* Excellent written and oral communication skills.
* Commitment to the promotion of high standards and excellence.
* Ability to think strategically Capacity to listen and consult, good negotiation skills.
* Capacity to make informed decisions.
* Ability to work effectively and deliver under pressure.
* Able to use IT effectively.
  + Well-developed project management skills.
  + **Desirable Criteria**
* N/A

**QUALIFICATIONS:**

**Essential Criteria**

* PhD degree in a relevant subject.
* Postgraduate teaching qualification.
* Minimum of Associate Fellow of HEA or significant teaching experience.
* Appropriate professional qualification [if required].

**Desirable Criteria**

* Introduction to Project Management.

**PERSONAL ATTRIBUTES:**

**Essential Criteria**

* We are looking for people who can help us deliver the [values](https://docs.gre.ac.uk/rep/communications-and-recruitment/this-is-our-time-university-of-greenwich-strategy-2030) of the University of Greenwich: Inclusive, Collaborative and Impactful.

**Desirable Criteria**

* N/A