

## JOB DESCRIPTION

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| <b>Job Title:</b>   | Associate Professor in Sport and Exercise (with initial responsibility as Academic Portfolio Lead PE & Sport Science)                      | <b>Grade: (AC4 equivalent)</b> | As per AWP Guidance |
| <b>Department:</b>  | Faculty of Education Health & Human Sciences   | <b>Date of Job Evaluation:</b> | Jan 2023            |
| <b>Role reports to:</b>   | Head of School   | <b>SOC Code:</b>               | 2311                |
| <b>Direct Reports</b>   | Academic staff within the Academic Portfolio (PE & Sport)  |                                |                     |
| <b>Indirect Reports:</b>  | Other members of School staff as required  |                                |                     |
| <b>Other Key contacts:</b>  | Faculty Executive, Head of School, Deputy and Associate Heads, and other senior staff in the Faculty of Education Health & Human Sciences. |                                |                     |
| <p>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.</p> <p>The role of Academic Portfolio Lead is role is for three years duration, after which the incumbent may be required to reapply. In some circumstances the initial three-year contract may be extended based on School needs.</p> |  |                                |                     |

### **PURPOSE OF ROLE:**

This role is for staff who wish to focus on academic team leadership as part of their normal duties as an Associate Professor or equivalent (AC4). The role will focus on ensuring there is effective day-to-day team management of staff in portfolio sections, focussing on building team identity, and on delivering effective appraisal outcomes and objective-setting, ensuring we effectively mentor and develop established and early-career staff within the portfolio sections.

The post holder will be expected to set standards of excellence in teaching and learning and research working together with other leaders in the School as part of the School management group.

The successful candidate will contribute to operational leadership within the school by working with the management team to achieve a complex set of outcomes for academics, students, and employers. Strong, positive contribution to the school's profile in learning and teaching, research, employability, and the student experience is critical, as well as the ability to add value to the University's objectives in relation to achieving excellence.

Commensurate with their existing grade as an Associate Professor the post holder is expected to have, and maintain, strong stakeholder relationships at regional, national and international level across teaching or their subject-related discipline; with a proven track record of teaching and scholarship initiatives or discipline-

related research including obtaining external funding. 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.

The role of Academic Portfolio Leader is for a period of 3 years. The role-holder's period of office may be extended beyond this initial period subject to School need.

### **KEY ACCOUNTABILITIES:**

As the leader of an academic portfolio the role holder will take responsibility for the development and leadership of the staff in the portfolio.

They will be focussing staff on delivering key university KPIs such as improving student experience, continuation, curriculum development, attainment, research productivity, and NSS scores for the programme or set of programmes delivered by staff.

The Academic Portfolio Lead will focus on team development and management and would therefore expect to be actively:

- developing staff and providing inspiration and leadership to their academic portfolio team.
- building team identity, and on delivering effective appraisal outcomes and objective-setting.
- ensuring effective mentorship and the development of established and early-career staff within the portfolio.
- contributing to overall management of the School including resources, business planning and programmes development.
- involved in School level strategic planning and development of research and teaching.
- working with Head of School, Deputy and Associate Heads by providing input to strategy, staff appointments, course development.
- the day-to-day first point of contact for staff in their portfolio.
- undertaking appraisals and mentorship for team members.
- working with team members on their personal development.
- first line support to staff referring them to further help as needed.
- organising the work plans of the team and for individual staff in the team.
- resolving conflicts within and between staff and / or teams.
- responsible for setting and monitoring standards in the team.

### **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 their line manager, commensurate with the grade.

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 Faculty of Education Health & Human Sciences delivers the required level of service.

| <b>PERSON SPECIFICATION</b>   |  |
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| <b>Essential</b>  | <b>Desirable</b>   |
| <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Leadership and management in an academic environment</li> <li>• Thorough understanding of HE in the UK.</li> <li>• Good knowledge of key policy issues at institutional, national and sector-wide level.</li> <li>• Proven track record of teaching excellence.</li> <li>• Proven track record of enhancing educational and wider student experience outcomes for students.</li> <li>• Proven, sustained track record of outputs in relation to subject expertise or higher education at the highest levels of national excellence.</li> <li>• Proven, sustained track record of impacting the education and wider student experience work of others through mentoring, training and supporting their development.</li> <li>• Proven track record of leading education or subject level projects and initiatives, including winning external funding bids to support the work.</li> <li>• Proven track record of contributing to developing and implementing education or student experience strategies and policies.</li> <li>• Experience of strategic planning and managerial leadership.</li> </ul> | <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Industry experience in the field of Sport or Exercise beyond academia.</li> <li>• Good external networks within the sport and exercise industry</li> </ul> |

- Working knowledge of quality assurance/ enhancement and academic standards.

**Skills**

- 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.

**Skills**

- N/A

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| <p><b>Qualifications</b></p> <ul style="list-style-type: none"><li>• PhD in Sport, Exercise, or related field.</li><li>• PG Cert (HE) (or equivalent including HEA qualifications).</li></ul> <p><b>Personal attributes</b></p> <ul style="list-style-type: none"><li>• We are looking for people who can help us deliver the <a href="#">values</a> of the University of Greenwich: Inclusive, Collaborative and Impactful</li></ul> | <p><b>Qualifications</b></p> <ul style="list-style-type: none"><li>• Leadership and / or management</li></ul> <p><b>Personal attributes</b></p> <ul style="list-style-type: none"><li>• N/A</li></ul> |
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