

## JOB DESCRIPTION

**Job Title:** Associate Professor in Civil Engineering

**Grade:** AC4

**Department:** School of Engineering

**Responsible to:** Academic Portfolio Lead - Civil Engineering

**Responsible for:** TBC

**Key Contacts:** Head of School of Engineering, Deputy Head of School of Engineering, Associate Head - Research and Knowledge Exchange, Associate Head - Student Success, Research Centres Lead

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

**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).

The successful candidate will be given an important role in the management and delivery of teaching and research within the Portfolio of Civil Engineering and the School, and must have a proven ability in managing resources, teams, workloads, and personal development plans. Excellent communication skills and strong commitment to teaching at undergraduate and postgraduate levels are important skills required in this role. A leadership opportunity for the candidate such as roles like Academic Portfolio Lead - Civil Engineering or Associate Head of School in RKE or Students Success.

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 Civil Engineering Portfolio 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):**

Collaborating with the Head of School, Associate Heads of School, Academic Portfolio Lead, and programme teams to drive forward the school's research agenda. Partnering with colleagues across the faculty to support broader research priorities. Externally, engaging with industry partners, and professional bodies to strengthen research collaborations

## 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.
- Managing teams of professionals in both industrial and academic settings.
- Building professional and community partnerships.
- Demonstrating the ability to teach across multiple disciplines.
- Maintaining strong industrial connections.
- Familiarity with Quality Assurance Agency standards.

### 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 Civil Engineering or a relevant subject.
- Minimum of Fellow of HEA or significant teaching experience.

**Desirable Criteria**

- Introduction to Project Management.
- Postgraduate teaching qualification. Staff without this qualification will be required to enrol in the first year of employment or gain recognition through [GOLD](#) scheme.
- Membership of an engineering professional body, or eligibility for CEng status.

**PERSONAL ATTRIBUTES:****Essential Criteria**

- We are looking for people who can help us deliver the [values](#) of the University of Greenwich: Inclusive, Collaborative and Impactful.

**Desirable Criteria**

- N/A