

JOB DESCRIPTION

Job Title:	Associate Professor (Teaching and Scholarship Career Pathway)	Grade:	AC4
Department:	Department of International Business and Economics	Date of Job Evaluation:	April 2019
Role reports to:	Head of Department		
Direct Reports	Line management responsibility for 4-6 junior colleagues		
Indirect Reports:	N/A		
Other Key contacts:	Pro Vice Chancellor, Directors, Programme Leaders, Module Leaders, Professional Services staff		
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 Teaching and Scholarship activity at Department and Faculty level and implement strategies and plans to provide Teaching and Scholarship excellence. As a lead figure in the international academic community, the successful candidate will provide strategic leadership at Faculty and Department level in achieving a complex set of outcomes for academics, students and employers. Strong, positive contribution to the University's profile in teaching and the student experience is critical, as well as the ability to add value to the University's objectives in relation to teaching and scholarship.

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. 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:**

- Contribution to the University's national and international profile in teaching and the student experience.
- Significant contribution to the development and enhancement of the curricula, policy or initiatives in teaching, learning and the student experience at the leading edge of practice within the Department and Faculty, positively impacting on colleagues and students.
- Sustained contribution to high quality teaching at a range of levels in the development of national or international teaching or subject-related initiatives which impact staff and students. (UG, PG, PGR, CPD)
- Lead the design, development and delivery of a range of programmes of study at various levels.
- Lead in the acquisition and management of resources to support teaching, student experience or subject-related work.
- Promote and contribute to the championing of research-informed learning and teaching.
- Contribute significantly at Department and Faculty level to the sustained development of others (e.g. mentoring, staff development, training) in relation to education, the student experience or personal subject expertise.
- Contribute at Departmental or Faculty level on the development and implementation of strategy, policy and plans in relation to education, the student experience, or subject area.
- Contribute to the leadership of learning and teaching and/or student experience strategies at Faculty and University level, including line management responsibilities within IBE.
- Contribute significantly to national and international initiatives that lead to relevant outputs; e.g. teaching materials, text books, peer-reviewed research publications.
- Contribute to the leadership of the development of teaching excellence across the institution.

Generic:

- Engage in sustained discipline-related, pedagogic and/or practitioner research/ other educationally focussed scholarly activities delivering nationally and internationally recognised outputs.
- Publish discipline-related or pedagogic research/learning resources in relevant area.

- Secure external income/funding for teaching and teaching-related activity or discipline-based research.
- Proactively contribute to the development of academic or professional discipline or higher education pedagogy.
- Sustained growth of personal recognition and esteem as an authority and leading figure by the academic or professional community in specific subject or higher education pedagogy.
- Accountability for the acquisition and management of external teaching resources.
- Integration of research and scholarship into published teaching or training materials.
- Maintain high professional standing in personal discipline/higher education pedagogy and a commitment to develop further personal scholarly profile, including a programme of high quality research or teaching outputs, disseminated in appropriate forums and sources.
- Efficiently contribute to the implementation of approved policies, guidelines and standard operating procedures in relation to personal academic duties.
- Support the welfare, progression, examination and assessment of allocated students.
- Keep abreast of developments within the personal subject area/higher education pedagogy and seek continuous improvement of personal 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 inquiry/research-informed 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

- Commitment to key strategic priorities of the Faculty and University
- Adhere to and promote the University's policies on Equality and Diversity and Information Security.
- Ensure compliance with Health and Safety regulations 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.

Additional Requirements:

Any other duties commensurate with the post and grade as agreed with the Head of Department or PVC of the Faculty

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):

Academic colleagues
Head of Department
School administrative staff
Research community in area of subject specialism
Teaching community in areas of best practice
Practitioners in subject specialism

PERSON SPECIFICATION	
Essential	Desirable
Experience <ul style="list-style-type: none"> • Thorough understanding of HE in the UK • Good knowledge of key policy issues at institutional, national and sector-wide level • Proven track record of teaching excellence • Proven track record of enhancing educational and wider student experience outcomes for students • Proven, sustained track record of outputs in relation to subject expertise or higher education at the highest levels of national excellence • Proven, sustained track record of impacting the education and wider student experience work of others through mentoring, training and supporting their development • Proven track record of leading education or subject level projects and initiatives, including winning external funding bids to support the work • Proven track record of contributing to developing and implementing education or student experience strategies and policies 	Experience <ul style="list-style-type: none"> • Management of teaching and research projects. • Working with a diverse cohort of students • Working with a diverse community of academics

<ul style="list-style-type: none"> • Experience of strategic planning and managerial leadership • Working knowledge of quality assurance/ enhancement and academic standards <p>Skills</p> <ul style="list-style-type: none"> • 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 <p>Qualifications</p> <ul style="list-style-type: none"> • PhD degree in economics or relevant subject 	<p>Skills</p> <p>n/a</p> <p>Qualifications</p> <ul style="list-style-type: none"> • Introduction to Project Management
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<ul style="list-style-type: none"> • Postgraduate teaching qualification • Minimum of Associate Fellow of HEA or significant teaching experience <p>Personal attributes</p> <ul style="list-style-type: none"> • We are looking for people who can help us deliver the values of the University of Greenwich: Excellence, Determination, Inclusivity, Ambition and Creativity 	<ul style="list-style-type: none"> • Senior Fellow of HEA <p>Personal attributes</p> <ul style="list-style-type: none"> • N/A
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