

## JOB DESCRIPTION

<b>Job Title:</b>	Professor of Creative Writing (Novel Writing) with initial appointment as Academic Portfolio Leader for Creative Writing (Research Career Pathway)	<b>Grade:</b>	AC5
<b>Department:</b>	Humanities and Social Sciences	<b>Date of Job Evaluation:</b>	
<b>Role reports to:</b>	Head of School		
<b>Direct Reports</b>	TBC by Head of School		
<b>Indirect Reports:</b>	Head and Deputy Head of School, Faculty leadership & management teams and senior staff in the Faculty of Liberal Arts and Sciences including FOO, Other Heads of Schools, Faculty Deans. Plus other members of staff as required		
<b>Other Key contacts:</b>	Creative Writing programmes teaching team School and Faculty research leads and Research Centre Lead		
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 facilitate the growth and development of Research and Enterprise activity across the university. As an authority and lead figure in the international academic community, the successful candidate will provide strategic leadership in achieving a complex set of outcomes for academics, students and employers. They will also have the ability to add value to the University's objectives in relation to enterprise, research and knowledge exchange.

The post holder will be expected to act as the Academic Portfolio Lead for the Creative Writing programmes at the University, with managerial responsibility for all members of this team below AC5 level. They will be expected to deliver research and practice-informed teaching on the Creative Writing programmes at Greenwich. The post holder is expected to have, and maintain strong stakeholder relationships at regional, national and international level, across their research discipline; with a proven track record of publication at the highest level and obtaining funding. The post holder will be expected to provide strong leadership and to set standards of excellence.

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

**KEY ACCOUNTABILITIES:****Team Specific:**

- Act as Academic Portfolio Lead for Creative Writing programmes in the School of Humanities and Social Sciences, including line management of all permanent members of the team
- Contribute to the development of the academic discipline, including leading on the teaching of novel writing
- Make a significant contribution to the research, enterprise and knowledge exchange activities and outputs of the University of Greenwich
- Lead the development of novel taught programmes (and research training 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 from a variety of sources
- Lead the supervision of research students at doctoral level
- Lead research including the development and implementation of strategy policy and plans
- Develop and mentor a group of researchers including research students, research assistants/fellows and possibly early career academics
- Development and leadership of research or innovation consortia with external partners
- Make a key contribution to the Greenwich Book Festival or equivalent events

**Generic:**

- Clear recognition and esteem as an authority and leading figure by the international academic or community in their specific subject
- Have overall accountability for the acquisition and management of external research resources once acquired
- Integrate research, scholarship and practice into teaching at an advanced level and high quality
- Maintain high professional standing in their discipline and to develop further

their own scholarly profile, including a programme 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 Pro-Vice-Chancellor or Deputy Vice-Chancellor, Research and Enterprise.

### **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**

- 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.
- 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:**

Any other duties commensurate with the post and grade as agreed with the PVC of the Faculty and the Deputy Vice-Chancellor

**KEY PERFORMANCE INDICATORS:**

Performance Indicators will be established in consultation with the PVC, DVC (Research) and Director of GRE 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):**

Other senior managers and their schools, research groups, administrative and technical support staff

Directorates of the University

Other Faculties of the University

Partner colleges and international collaboration partners

<b>PERSON SPECIFICATION</b>	
<b>Essential</b>	<b>Desirable</b>
<b>Experience</b> <ul style="list-style-type: none"> <li>• Thorough understanding of HE in the UK</li> <li>• Extensive knowledge of key policy issues at institutional, national and sector-wide level</li> <li>• Proven track record of publishing a significant and sustained body of outputs with international impact at the highest levels of international excellence including world leading work as leading, corresponding or senior author</li> <li>• Proven, sustained track record of successful supervision of research activities of students at various levels</li> <li>• Proven track record of leading and winning external funding bids</li> <li>• Proven track record of leading research teams and successful supervision of PhD students</li> <li>• Proven track record of developing and implementing research and enterprise strategies and policies</li> <li>• Proven track record of working with and managing complex, diverse public and private sector stakeholder relationships at international, national and regional levels</li> <li>• Extensive experience of strategic planning and managerial leadership including but not limited to line management of academic programme teams</li> </ul>	<b>Experience</b> <ul style="list-style-type: none"> <li>• Leadership of research projects.</li> </ul>

- Working knowledge of quality assurance/ enhancement and academic standards
- Experience of influencing academics, researchers and employers

**Skills**

- Outstanding knowledge of the mechanisms for Higher Education funding
- Well-developed organisational and management skills
- 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 and conceptually
- 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

<b>Qualifications</b> <ul style="list-style-type: none"><li>• PhD degree in a relevant subject</li><li>• Postgraduate teaching qualification</li><li>• Minimum of Associate Fellow of HEA or significant teaching experience</li><li>• Appropriate professional qualification</li></ul> <b>Personal attributes</b> <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, Impactful.</li></ul>	<b>Qualifications</b> <ul style="list-style-type: none"><li>• PRINCE II</li></ul>
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