



UNIVERSITY OF PLYMOUTH

JOB DESCRIPTION AND PERSON SPECIFICATION

Role: Associate Professor

Faculty and School: Faculty of Arts and Humanities

Career Pathway: Balanced

Grade: 9

Reports to: Head of School

Role Purpose:

To undertake research in line with Faculty/School research strategy, to deliver high quality research-led and professionally relevant teaching at undergraduate and postgraduate level and to undertake leadership, management and engagement activities.

All activities undertaken within this role will be compliant with the University's policies, including Health & Safety, Equality and Diversity, Ethics, Data Protection etc,

Key Accountabilities/Primary Responsibilities:	Indicators of Success:
<p>Research and Enterprise:</p> <ul style="list-style-type: none"> Plan and coordinate a broad research programme and activity in an area of recognised excellence or strategic relevance for the University that has impact in the field. Act as principal investigator on projects, responsible for defining original research objectives, developing and managing staff and attracting funding through bids and reputation. Supervise the work of postgraduate students and mentor colleagues, to support personal and research skills development. Develop and oversee the application of innovative and creative research methodologies that add to the knowledge/understanding of the subject area. Develop and sustain a national and international reputation for research shaping the field of research in area of expertise. Thorough and regular dissemination and explanation of high quality findings through internationally-leading peer-reviewed publications, major conferences, or other appropriate events. Ensure that research enhances the School/Faculty teaching portfolio at undergraduate and postgraduate levels Undertake research supervision for undergraduate and postgraduate students. Provide pastoral care (through the role of personal tutor where appropriate) 	<ul style="list-style-type: none"> Research group, Faculty, School and University reputation Individual contribution to the REF and external review of outputs High quality research outputs as judged by accepted standards of excellence in relevant discipline Levels of external funding secured that include a proportion of PI level funding Peer review External profile and reputation including external invitations Personal Development Review (PDR) feedback Research student satisfaction survey outputs Research student studentship completion rates

This job description provides a general reflection of the key accountabilities associated with the post, and you may be expected to take on other reasonable activities to assist in efficient service delivery.

Emphasis on specific accountabilities and indicators of success aligned with your career pathway will be agreed as part of your PDR.

<ul style="list-style-type: none"> • Be actively involved in external research and enterprise activities aligned with Faculty/School strategy and which enhance its national/international profile, e.g. membership of committees of research and funding bodies, external examining, journal editorships, etc. • Represent the School/Faculty/University externally in the relevant research community. Develop and sustain links with relevant industries and organisations to grow collaborations, funding support and student employability. 	<ul style="list-style-type: none"> • Staff turnover and satisfaction rates
<p>Education/Teaching:</p> <ul style="list-style-type: none"> • Deliver teaching of the highest quality across a range of modules and to all levels, through lectures, tutorials, practicals, seminars and field trips. • Contribute to delivery nationally and internationally as appropriate and in line with University policies and guidelines. • Identify the learning needs of students and define clear learning objectives. • Directly supervise students (including research students), on projects, field trips and placements, including where appropriate in clinical or professional practice, providing expert advice on learning best practice. Provide expert advice and subject leadership to other staff and students. • Set and mark coursework and exams within required timescales, and provide constructive feedback to students in line with University guidelines/policy. • Develop and deliver an innovative range of programmes of study for existing and new courses suitable for on-campus and distance learning delivery as appropriate using appropriate media in line with school strategy. • Monitor, evaluate and review existing courses and programmes, and revise them to ensure excellence and coherence. • Develop and promote innovative teaching and learning approaches, media and material, which create interest, understanding and enthusiasm amongst students. 	<ul style="list-style-type: none"> • Student satisfaction survey outputs • Student completion rates • Student learning outcomes • Module evaluations • Teaching observation and peer review • Compliance of courses with regulation • PDR feedback
<p>Leadership, Management and Engagement:</p> <ul style="list-style-type: none"> • Take on appropriate School coordination roles to advance student (at undergraduate and postgraduate levels) academic development e.g. Senior Tutor, Programme Lead. • Participate in the overall management of the School by contributing as appropriate to: budget management, strategic planning, operational management, resourcing and quality assurance. • Contribute to the development of overarching research/teaching/enterprise strategies in the School and Faculty; define specific objectives to advance knowledge and its application. • Provide academic leadership by contributing to the development of teams and individuals, through coaching and mentoring and participating in performance development reviews as appropriate. 	<ul style="list-style-type: none"> • Staff satisfaction surveys. • Staff turnover. • Student learning outcomes • Student satisfaction survey outputs • PDR feedback • Research group, Faculty, School and University reputation • End-of-year actual vs. forecast budget • Profile in the practice area • Participation in relevant Institutes and Societies

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<ul style="list-style-type: none"> • Take the lead in project meetings; manage administrative tasks as appropriate associated with specified research and enterprise, teaching and education activities including research funding, financial controls and risk assessments of activities. • Lead and/or contribute to national/international recruitment and marketing activities in the School • Take the lead and develop internal and external networks, participating in relevant committees and engaging with key stakeholder organisations including: other education institutions, employers and professional bodies nationally and internationally. • Raise the profile of the individual, research group, Faculty, School and University by presenting at relevant conferences and other fora. 	<ul style="list-style-type: none"> • Collaboration with industry partners • Media exposure
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PERSON SPECIFICATION

Criteria	Essential	Desirable	Point at which information used in recruitment process
Knowledge, Education and Training: <ul style="list-style-type: none"> • PhD or equivalent international qualification or commensurate level of recognition/international profile in a relevant discipline. • In depth knowledge of a specific discipline sufficient to enable innovation and new understanding in the field. • Excellent working knowledge of institutional management systems and relevant legislation. • Recognised HE teaching qualification or Fellowship of HEA (if you do not have either then the ability to gain this within 2 years from the date of appointment is desirable). 	<p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p>	<p style="text-align: center;">X</p>	<p style="text-align: center;"><i>Shortlisting</i></p>
Experience: <ul style="list-style-type: none"> • Successful track record of delivering high quality research outputs at the appropriate quality level for the discipline. • Successful track record of high quality teaching and learning support (including personal tutoring). • Strong track record of enhancing the learning experience through flexible delivery, and pedagogic innovation including the use of digital media, as appropriate to the diverse student needs. • Successful track record of research-led teaching which significantly enhanced the learning experience. 	<p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p>	<p style="text-align: center;">X</p>	<p style="text-align: center;"><i>Shortlisting and interview</i></p>

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<ul style="list-style-type: none"> • Provided significant professional advice, support or mentoring in education for students and/or staff. • Track record of successful curriculum development within a discipline, taking responsibility for the quality of courses and learning programmes. • Successful track record of leading significant new recruitment and marketing activities. • Contributed to quality assurance activities (such as approval, periodic review, student complaints) outside own subject area. • Secured research funding at a level appropriate to the field of research on a sustained basis. • Successful and developing track record of high quality research leadership. • Sustained track record of excellent research supervision and/or research mentorship. • History of successful engagement with key research stakeholders, both internally and externally. • Has used available opportunities, and where appropriate, incorporated research into research-led teaching. 	<p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p>	<p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p>	
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