**Role Description Template (NUSL)**

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| **Faculty/Service:** | **Faculty of Health and Life Sciences** |
| **Department:** | **Nursing, Midwifery and Health** |
| **Role Title:** | **Associate Professor** |
| **Grade:** | **8** |
| **Category:** | **Academic** |
| **Role Purpose:**  | **An Associate Professor assists the Head of Department to maintain, enhance and improve the Department and Faculty’s national and international reputation in their academic field. They will be responsible for the leadership and line-management of colleagues within the Department, as required.** **The role-holder will be expected to demonstrate continuing academic attainment and achievement and provide academic leadership, through contribution to their discipline and to the life and work of their Faculty. This may involve undertaking a specific leadership and management portfolio within the Faculty. Beyond the discipline and the University, this will involve contributing to change within practice, the discipline, profession and/or community at regional, national and international level.** |
| **Reports to:** | **The Head of Department, a nominated academic member of the Faculty Executive or a Professor as appropriate. On a day to day basis to work with and support the Head of Department, and provide leadership to the academic subject area.** |
| **DBS Required:** | **Disclosure and Barring Service Check required. This post is exempt from the Rehabilitation of Offenders Act 1974 therefore the successful candidate will be subject to a Disclosure and Barring Service check.** |

1. **Key Responsibilities:**

**Generic Duties and Responsibilities:**

*Associate Professors are expected to:*

* Demonstrate a sustained academic contribution with a national and/or growing international reputation for high quality work or contribution to the discipline as appropriate to the Faculty’s broad portfolio of teaching, research, scholarly, business engagement and professional activities.
* Positively promote the University within and outside the institution to build networks which will assist and inform the development of the Faculty and the University.
* Support the Faculty Pro Vice-Chancellor, Deputy Faculty Pro Vice-Chancellor, Head(s) of Department and other colleagues as appropriate, by exercising strategic academic leadership within their academic field, and leading on departmental and faculty portfolios in line with their specific academic focus.
* Support the Faculty Pro Vice-Chancellor, Deputy Faculty Pro Vice-Chancellor and Head of Department to deliver the Faculty’s plans, by contributing to aligning the planning of research, teaching and enterprise activities within Faculty and University priorities and strategic goals.
* Provide effective leadership and line-management to teams and people including agreeing work plans and objectives. This involves developing teams and individuals through supporting the Faculty Pro Vice-Chancellor and Head of Department to appraise and develop staff, by coaching and mentoring colleagues advising on personal and career development.
* Provide effective leadership and management of programmes or projects including the management of financial and physical resources and production of timely and appropriate outputs. This involves identifying, securing and managing resources and the process of project planning for sustainability.
* Work collaboratively with academic and professional support staff to continue the development of effective systems, support and administration.
* Ensure fair and consistent application of University policies and procedures and compliance with appropriate legislation including, for example, equality and diversity, health and safety and data protection.
* Represent the Faculty internally and University externally on committees, working groups, forums and at other events. This may include chairing committees and ensuring the effective operation of relevant sub-committees and working groups.
* Contribute to and support Faculty and University-wide initiatives and portfolios as required by the University and Faculty Executive.
* Undertake other University and Faculty responsibilities as the Faculty Executive may require.

**Specific Duties and Responsibilities**:

*The specific duties and responsibilities will be agreed with the relevant line-manager in accordance with the requirements of the Department and Faculty, the academic focus of the role assigned, and the nature of the academic discipline. Typical expectations will include a range of the following:*

* Enhance or lead on the development of research, teaching and or business engagement in the discipline/subject area.
* Conduct research at a level commensurate with the role of Associate Professor in a research-rich university which includes substantial outputs of recognised quality that demonstrate disciplinary relevant impact.
* Lead and or support bids for research, enterprise, consultancy or other relevant funds and awards as appropriate to the discipline and subject, acting as Principal Investigator when required.
* Deliver presentations at national and international conferences and similar events, to raise the profile of the Faculty and the University.
* Produce regular outputs (publications or similar, as appropriate to the discipline and subject) of a quality and frequency consistent with the status of an Associate Professor in the field.
* Play a key role in the development, leadership and management of innovative programmes, teaching-related projects or initiatives.
* Contribute to the development and enhancement of student learning via pedagogic innovation and change. This will involve contributions to the development of pedagogic scholarship, theory and practice development and influencing the advancement of a subject area.
* Maintain excellent reputation and standing for personal contributions to improving student learning. This includes being recognised as an authority within and beyond the University.
* Lead high impact activity which raises the external profile of the University in relation to teaching and learning (e.g. events which showcase student achievement and teaching excellence; work with employers, major partners, local authorities, communities, external agencies and professional organisations).
* Play a lead role in networking, dissemination and cross-university collaboration to develop pedagogic practice.
* Contribute to developing learning and teaching groups/subject communities within and beyond the Faculty.
* Contribute to the quality of life or the economy through application of knowledge in practice to the benefit of the broader community (i.e. commerce, industry and the public domain).
* Engage actively in university projects to enhance engagement with the general public across education and or research activities.
* Support knowledge transfer activity to improve the performance of business, commerce or industry, through e.g. discoveries or inventions, user-led research and consultancy projects, intellectual property, spin-out companies.
* Lead and or support partnership development or new activities to the Faculty or University.
* Contribute to the development of intellectual property.
* Act as Principal Supervisor and/or second supervisor for doctoral students.
* Demonstrate active and leading involvement with key research and policy bodies or other relevant external bodies and organisations at national or international level. e.g. local/regional/national industry/commercial sectors, societies and Government bodies.

*This Role Description is not intended to be an exhaustive list of duties and will be subject to periodic review.*

1. **Location:**

The role-holder will be based at the either the University’s City or Coach Lane campus, but travel to other premises which the University may from time to time occupy will be required. As will national and international travel to academic partners and corporate clients in relation to programmes, awards, consultancy and/or other activities and externally funded programmes appropriate to the nature of the post may be required.

1. **Attendance Requirements:**

The nature of the post is such that the role-holder is expected to work and attend at the University’s premises such hours as are reasonably necessary for the effective discharge of the duties of the role, within a normal working week of 37 hours. Within this time a typical workload may include weekday evening delivery and exceptionally, weekend work and/or national and international travel appropriate to the nature of the role.

1. **Additional Information**

If you are not currently a member of the Higher Education Academy, you will be required to submit a Fellowship application before your probationary period will be confirmed as completed.

1. **References**

Contact with your present or most recent employer will be made if you are offered the position.

**Person Specification**

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| **Specific Knowledge, Skills and Abilities** |
| **Criteria** | **Weight** | **A** | **I** |
| Externally recognised national/emerging international reputation for sustained high quality work or contribution to the discipline and publically recognised by national and/or international peers for this work | Essential |[x] [x]
| Excellent knowledge of the complexities of the changing context of the relevant discipline | Essential |[x] [x]
| Appointment to Associate Professor requires, by definition, evidence of ‘academic excellence’, as appropriate, in teaching and/or research; namely: Evidence of a growing record of quality research outputs which are nationally (emerging internationally) excellent in terms of originality, significance and rigour coupled with a good record of teaching; and appropriate evidence of business engagement, knowledge transfer and leadership and management**or** Evidence of innovative and creative contributions to teaching which are recognised nationally (emerging internationally) as excellent in terms of enhancing quality and learning, coupled with a good record of research and scholarship; and appropriate evidence of business engagement, knowledge transfer and leadership and management | Essential |[x] [x]
| Applicants for appointment to Associate Professor may not always meet all of the criteria to the same level of achievement. For sections (a) to (m) below the appointments panel will take into account evidence as appropriate to the application. |
| (a) Achievements which includes substantial outputs of recognised quality that demonstrate disciplinary relevant impact  |[x] [x]
| (b) Successful significant collaborative research work in University and elsewhere or equivalent wide initiatives |[x] [x]
| (c) Sustained contribution to income generation |[x] [x]
| (d) Appropriate contribution to the advancement of a subject by research or scholarship |[x] [x]
| (e) As appropriate to the discipline, the impact of knowledge transfer on practice, quality of life, society or culture through ongoing engagement with communities |[x] [x]
| (f) Established involvement in relevant external bodies and organisations  |[x] [x]
| (g) Excellent standard of teaching performance involving a range of teaching methods as judged by evaluation methods including student feedback and peer review |[x] [x]
| (h) Major achievements in the development and enhancement of teaching/learning via pedagogic innovation and new approaches disseminated widely |[x] [x]
| (i) Successful use of a range of teaching and learning methodologies appropriate to the discipline and evaluation of their impact on student learning |[x] [x]
| (j) Significant contributions to one or more of the development of the discipline, pedagogic scholarship, theory and practice development |[x] [x]
| (k) Successful and sustainable leadership and management of one or more of people, teams, programmes and projects, including mentoring and coaching less experienced staff |[x] [x]
| (l) Contribution to strategic planning at the appropriate level and/or active involvement in University or equivalent wide initiatives |[x] [x]
| (m) Demonstrable involvement in all those aspects of University life normally expected as a matter of course from academic staff, or in equivalent wide initiatives |[x] [x]
| Excellent interpersonal and communication skills, oral and written | Essential  |[x] [x]

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| **Education & Training** |
| **Criteria** | **Weight** | **A** | **I** |
| Honours Degree and postgraduate or professional qualifications in a relevant discipline | Essential |[x] [ ]
| Doctorate in a relevant discipline (or equivalent via appropriate academic standing in the field) | Essential |[x] [ ]
| Higher Education Academy Fellowship | Desirable |[x] [ ]

**Legend:** A = Application I = Interview